

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite you to [event name], which will take place on [date] at [time] at [location]. It would be a pleasure to have you join us and celebrate [brief description of the event/purpose].

Please let me know if you will be able to attend by [RSVP date]. Your presence would mean a lot to me.

Looking forward to hearing from you soon!

Warm regards,

[Your Name]
[Your Title/Organization, if applicable]