

[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 formally invite you to [Event Name] on [Date] at [Location] in Yreka, California. The event will begin at [Start Time] and will feature [brief description of event, e.g., guest speakers, activities, and any notable highlights].

This gathering aims to [state the purpose of the event], and it would be an honor to have you join us. Your presence would greatly enrich the experience for all attendees.

Please RSVP by [RSVP Date] to confirm your attendance. You can reach me at [Phone Number] or [Email Address].

We look forward to celebrating together and hope to see you in Yreka!

Warm regards,

[Your Name]  
[Your Title or Position, if applicable]  
[Organization Name, if applicable]