

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

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

Dear Yvette,

I hope this message finds you well. I am writing to formally invite you to [event name] scheduled for [date] at [time]. The event will be held at [venue/location].

We would be delighted to have you join us as we [briefly describe the purpose of the event, e.g., celebrate a special occasion, discuss important topics, etc.]. Your presence would mean a lot to us.

Please let me know if you can make it. If you have any questions or need further details, feel free to reach out.

Looking forward to seeing you!

Warm regards,

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