

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

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

Dear Zdenek,

I hope this message finds you well! I am writing to formally invite you to [event name] on [date] at [time]. The event will take place at [venue/location].

We would be delighted to have you join us for [brief description of the event, e.g., dinner, celebration, meeting]. It will be a wonderful opportunity for [mention any special guests, activities, or purpose of the event].

Please let me know if you will be able to attend. We truly hope you can make it!

Best regards,

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