

[Your Name/Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

We are excited to invite you to a special occasion that will celebrate [describe the occasion briefly, e.g., a wedding, bar/bat mitzvah, graduation, etc.].

****Event Details:****

- ****Date:**** [Insert date]

- ****Time:**** [Insert start time]

- ****Location:**** [Insert venue name and address]

- ****Dress Code:**** [Insert dress code, if applicable]

****Zmanim for the Day:****

- ****Sunrise:**** [Insert time]

- ****Mincha:**** [Insert time]

- ****Kabbalat Shabbat:**** [Insert time if applicable]

- ****Motzei Shabbat:**** [Insert time if applicable]

We would be honored to have you join us in celebrating this significant milestone. Please RSVP by [insert RSVP date] to ensure we prepare adequately for all guests.

Looking forward to celebrating together!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Relationship to Occasion]