

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you about an upcoming event that we are excited to host.

****Event Title:**** [Insert Event Title]

****Date:**** [Insert Date]

****Time:**** [Insert Start Time] to [Insert End Time]

****Location:**** [Insert Venue/Address]

****Zmanim (Times):****

- ****Shacharit:**** [Insert Time]

- ****Mincha:**** [Insert Time]

- ****Ma'ariv:**** [Insert Time]

We would be honored if you could join us for this special occasion.

Please let us know if you will be able to attend.

Looking forward to your response.

Best regards,

[Your Name]
[Your Title/Position]
[Organization Name]