

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

Dear Family,

I hope this letter finds you all in great spirits. I am excited to announce that we will be having a family gathering on [Date] at [Time]. The location will be [Venue/Address].

Please mark your calendars as it will be a wonderful opportunity to catch up, enjoy some delicious food, and create lasting memories together.

I kindly ask everyone to bring a dish to share, and don't forget to RSVP by [RSVP Date] so we can plan accordingly.

Looking forward to seeing everyone!

Warm regards,

[Your Name]