

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

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

Dear Zhang,

I hope this message finds you well.

I am writing to invite you to [Event/Occasion] taking place on [Date] at [Time]. The event will be held at [Location]. We would be honored to have you join us for [brief description of the event].

Please let me know if you can make it. We really hope to see you there!

Best regards,

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