

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

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

Dear Zhao,

I hope this message finds you well. I am writing to invite you to [event name] on [date] at [time]. The event will take place at [venue/location]. It promises to be an exciting occasion filled with [mention any highlights of the event, e.g., activities, speakers, entertainment]. Your presence would mean a lot to me and would greatly contribute to the success of the event. Please let me know if you can attend.

Looking forward to hearing from you soon!

Best regards,
[Your Name]