

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

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

Dear Zhou,

I hope this message finds you well. I am writing to formally invite you to [event name] on [date] at [location]. The event will begin at [start time] and is expected to conclude by [end time].

This occasion will be a wonderful opportunity to [briefly describe the purpose or significance of the event]. Your presence would greatly enrich the gathering, and I would be thrilled to share this moment with you. Please let me know if you can make it. I look forward to your positive response.

Warm regards,

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