

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite you to [event name], which will take place on [date] at [time]. The location will be [venue/location].

This event is [brief description of the event, e.g., a celebration, meeting, gathering] and it would mean a lot to have you there.

Please let me know if you can make it by [RSVP date].

Looking forward to seeing you!

Best regards,

[Your Name]

[Your Title/Organization, if applicable]