

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am pleased to invite you to a formal luncheon scheduled for [Date] at [Time]. The event will take place at [Venue/Location].

The purpose of this luncheon is to [briefly state the purpose, e.g., discuss our ongoing collaboration, celebrate achievements, network with peers, etc.]. Your presence would be greatly appreciated as we look forward to engaging conversations and valuable insights.

Please RSVP by [RSVP Date] to confirm your attendance. Should you have any dietary restrictions or preferences, do not hesitate to inform us.

Thank you, and I look forward to seeing you at the luncheon.

Warm regards,

[Your Name]
[Your Title]
[Your Company/Organization]