

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

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

Dear [Recipient Name],

This is a friendly reminder for our upcoming luncheon on [Date] at
[Time]. We hope to see you there!

Please confirm your attendance by [RSVP Deadline].

Best regards,

[Your Name]
[Your Title/Organization]