

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally invite you to a business luncheon hosted by [Your Company] on [Date] at [Time]. The event will take place at [Venue/Location].

The purpose of this luncheon is to [state the purpose, e.g., discuss potential collaborations, share insights, etc.]. We believe that your expertise and input would be incredibly valuable in this setting.

Please let us know if you will be able to attend by [RSVP Deadline]. Should you have any dietary restrictions or preferences, feel free to inform us, and we will do our best to accommodate them.

Thank you for considering our invitation. We look forward to the possibility of your participation.

Warm regards,

[Your Name]
[Your Title]
[Your Company]