

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to invite you to a luncheon event we are organizing on [Date] at [Time]. The event will take place at [Location] and aims to [briefly state the purpose of the event]. We would be delighted to have you join us for this occasion. Your presence would greatly contribute to the discussions and networking opportunities. Please RSVP by [RSVP Date] to confirm your attendance. We look forward to your response and hope to see you there.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]