

[Your Organization's Logo]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce our upcoming Fundraising Luncheon, [Event Title], taking place on [Date] at [Venue Name], starting at [Time]. This special event aims to [briefly state the purpose of the fundraising, e.g., support our programs, raise awareness for our cause, etc.].

Your presence at this luncheon would not only honor us but also help raise essential funds to [mention specific goals, such as "provide resources to families in need"]. We are thrilled to have [mention any keynote speakers or special guests] in attendance, ensuring an inspiring and impactful afternoon.

Kindly join us for an afternoon of delightful dining and heartfelt discussions. Tickets are available for [individual ticket price] or tables of [number] at [table price]. All proceeds from this event will directly contribute to [specific initiatives or programs].

Please RSVP by [RSVP deadline] by contacting [RSVP Contact Information] or visiting [website link].

Thank you for considering this opportunity to make a difference in our community. We look forward to sharing this memorable afternoon with you!

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]

[Optional: Sponsorship and Donation Information]

[Optional: Social Media Links]

[Optional: Event Hashtag]