

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. It is with great pleasure that I invite you to an elegant lunch to be held on [Date] at [Time]. The gathering will take place at [Location/Restaurant Name], where we will enjoy a delightful meal and share engaging conversation.

Please RSVP by [RSVP Date] to ensure we have an accurate headcount. I truly hope you can join us for this special occasion.

Warm regards,

[Your Name]