

[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. I am writing to formally invite you to a luncheon I am hosting on [date] at [time]. The event will be held at [venue/location].

This gathering will provide an excellent opportunity for [briefly state the purpose, e.g., networking, sharing ideas, celebrating an occasion]. I would be delighted to have your presence and insights during this time. Please let me know if you will be able to attend by [RSVP date].

Looking forward to your positive response.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]