

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to [Event Name], an exciting event hosted by [Department/Organization] at The Ohio State University. This event will take place on [Date] at [Time], located at [Venue/Address].

[Brief description of the event, including purpose, key speakers, and activities planned.]

Please RSVP by [RSVP Deadline] to ensure we can accommodate all guests. You can confirm your attendance by contacting [Contact Person] at [Contact Email or Phone Number].

We look forward to your participation in what promises to be an engaging and informative event.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Department/Organization]
Ohio State University