

[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 letter finds you well. I am writing to share the exciting news of my engagement to [Fiance(e)'s Name]. We are thrilled to announce our plans to celebrate this special moment, despite the distances that separate us.

Our engagement took place on [Engagement Date] in [Location], where we [brief description of the engagement, e.g., had a beautiful sunset, shared a special dinner, etc.]. It was an unforgettable experience, and we are looking forward to the journey ahead.

We understand that being out of the country might make it difficult for you to join us in-person for our upcoming celebrations, but we want you to know that you are very much in our thoughts. We will be holding a small gathering in [Location] on [Celebration Date] to celebrate with friends and family, and would love for you to join us virtually if possible.

Please let us know your availability, and we can coordinate how to include you in our celebrations. We can't wait to share this wonderful chapter of our lives with you.

Wishing you all the best,

Warm regards,

[Your Name]