

[Your Name]
[Your Title/Position]
[Your Organization/Promotion Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to invite you to the official weigh-in for the upcoming UFC fight, [Event Name], scheduled to take place on [Date] at [Venue Name], [Venue Address].

This prestigious event will highlight incredible fighters from across the globe, showcasing their dedication and skill in the Octagon. The weigh-in will take place on [Weigh-In Date] at [Weigh-In Time], and we warmly welcome you to join us for this momentous occasion.

Please RSVP by [RSVP Deadline] to confirm your attendance. Feel free to reach out for any additional information or specific requirements you may have.

We look forward to your presence at this exhilarating event!

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Promotion Name]