

[Your Name]
[Your Position]
[Radio Station Name]
[Radio Station Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to [Event Name], hosted by [Radio Station Name], which will take place on [Date] at [Time] at [Location]. This event will feature [brief description of the event, e.g., special guests, live performances, discussions, etc.].

As a valued member of the [industry/community], your presence would greatly enhance the experience for all attendees. We believe that your insights and contributions would make this event even more special.

Please RSVP by [RSVP Date] to [contact method] to confirm your attendance.

We look forward to welcoming you to [Event Name]!

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Radio Station Name]