

[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 formally invite you to [event name], which will take place on [date] at [location] from [start time] to [end time].

This event aims to [brief description of the event purpose]. Your presence would greatly enhance the experience, and we would be honored to have you with us.

Please RSVP by [RSVP date] to confirm your attendance. Should you have any questions or require further information, feel free to contact me at [your phone number] or [your email address].

We look forward to welcoming you to Xuanan!

Warm regards,

[Your Name]

[Your Title/Organization, if applicable]