

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Zhang [Last Name]  
[Zhang's Address]  
[City, State, Zip Code]

Dear Zhang,

I hope this letter finds you well. I am writing to formally invite you to [event/occasion, e.g., a dinner party, a wedding, etc.] that will take place on [date] at [time]. The event will be held at [venue/location]. We would be delighted to have you join us for this special occasion, as it would not be the same without your presence. [Include any specific details about the event, such as dress code, theme, etc.]

Please let me know if you will be able to attend by [RSVP date]. Looking forward to celebrating together!

Warm regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]