

[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 in great spirits. I am writing to formally invite you to [event name] which will be held on [date] at [venue/location]. The event will commence at [start time] and will feature [brief description of the event].

We would be thrilled to have your presence as it would mean a lot to us. Please RSVP by [RSVP date] to confirm your attendance.

Looking forward to seeing you there!

Warm regards,

[Your Name]

[Your Title/Organization, if applicable]