

[Your Name]  
[Your Title/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

You are cordially invited to attend the [Exhibition Title], featuring the vibrant works of [Artist's Name(s)]. Join us for an evening of artistic exploration and inspiration.

**\*\*Date:\*\*** [Date of Exhibition]

**\*\*Time:\*\*** [Start Time] to [End Time]

**\*\*Venue:\*\*** [Venue Name]

[Venue Address]

We would be delighted to have you celebrate this occasion with us. Refreshments will be served and the artist will be present for a Q&A session.

Please RSVP by [RSVP Date] to [RSVP Contact Information].

We look forward to seeing you there!

Warm regards,

[Your Name]  
[Your Title/Organization]