

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

Dear [Recipient's Name],

We are delighted to invite you to our upcoming charity event, [Event Name], taking place on [Date] at [Time], at [Venue Name/Location]. This special evening aims to [briefly describe the purpose of the event, e.g., raise funds for, support, etc.].

The event will feature [mention any special guests, speakers, entertainment, food, etc.], and we would be thrilled to have you join us as we work together to make a difference in our community.

Please RSVP by [RSVP deadline] to [RSVP contact information or link].

Your presence would mean a lot to us and to those we serve.

Thank you for considering our invitation. We look forward to the possibility of celebrating this meaningful occasion with you!

Warm regards,

[Your Name]  
[Your Title/Position]  
[Charity Organization Name]