

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to invite you to our upcoming corporate event, [Event Name], which will take place on [Date] at [Venue/Location]. This special occasion will begin at [Start Time] and continues until [End Time]. Join us for an evening of [brief description of what to expect - networking, dinner, presentations, etc.], as we celebrate [occasion or purpose of the event].

Please RSVP by [RSVP Deadline] to [Contact Person's Name] at [Contact Information].

We look forward to seeing you there!

Warm regards,

[Your Name]  
[Your Title]  
[Your Company Name]