

[Your Nonprofit Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

You are cordially invited to our annual [Event Name] Gala, a night of celebration and community at [Venue Name] on [Date] at [Time]. This year, our gala theme is [Theme] and promises to be an evening filled with inspiration, delicious dining, and meaningful connections.

Join us as we honor [Honorees/Speakers, if any] and celebrate the impact of our work in the community. Your support has been paramount to our mission, and we would love for you to be a part of this special evening. Please RSVP by [RSVP Deadline] at [RSVP Contact Information] or via our website at [Website URL]. Tickets are available for purchase at [Ticket Price] per person or [Table Price] for a table of [Number].

Dress code for the evening is [Dress Code].

Thank you for your continued support. We look forward to celebrating with you!

Warm Regards,

[Your Name]

[Your Title]

[Your Nonprofit Organization]

[Phone Number]

[Email Address]