

Announcement of Commemorative Plaque Dedication

Dear [Recipient's Name],

We are pleased to announce the dedication of a commemorative plaque in honor of [Honoree's Name/Contribution] on [Date] at [Location]. This ceremony will pay tribute to [brief description of the significance of the honoree or contribution].

The event will begin at [Time], and we invite you to join us in this momentous occasion. Your presence will help us celebrate the rich legacy and contributions of [Honoree's Name].

Refreshments will be served after the ceremony. Please RSVP by [RSVP Date] to [Contact Information].

We look forward to celebrating this special moment with you.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]