

# Dear [Recipient's Name],

I hope this message finds you well. I wanted to extend my heartfelt gratitude for your generous support and involvement in our community. Your contribution has made a significant impact, and we truly appreciate it.

This is a friendly reminder about our upcoming gala dinner on [Date] at [Time], hosted at [Venue]. It promises to be an evening of celebration, networking, and honoring those who have made a difference.

Please let us know if you will be able to join us. Your presence would mean a lot to us and everyone we are supporting.

Thank you once again for your unwavering support.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]