

You're Invited!

Dear [Recipient's Name],

We are pleased to invite you to our upcoming formal event:

Event Name: Annual Charity Gala
Date: Friday, March 15, 2024
Time: 7:00 PM - 11:00 PM
Venue: Grand Ballroom, City Hotel
Address: 123 Main St, Anytown, XY 12345

Please join us for an evening of fine dining, entertainment, and philanthropy. Your presence would greatly enhance the occasion.

Kindly RSVP by March 1, 2024, to [Contact Information].

Looking forward to seeing you there!

Warm regards,
[Your Name]
[Your Position]
[Organization Name]