

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your attendance at our upcoming fundraising dinner scheduled for [Date] at [Location]. This event aims to raise funds for [specific cause or project] and we believe your presence would greatly contribute to the success of our efforts.

The evening will include a dinner, guest speakers, and the opportunity to connect with others who share a passion for [cause]. Your support and involvement would mean a lot to us and to those we aim to assist.

Please let us know if you are able to attend by [RSVP date]. We would be honored to have you as our guest for this important occasion.

Thank you for considering this opportunity to make a difference. I look forward to your positive response.

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