

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous invitation to the [Name of the Award Ceremony], scheduled for [Date] at [Venue]. We would be honored to have you join us in celebrating this special occasion.

Please let us know if you will be able to attend, as we would love to include you in the festivities. Your presence would mean a great deal to us and the award recipients.

Thank you for considering our invitation, and I look forward to your reply.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Phone Number]

[Email Address]