

Dear [Recipient's Name],

I hope this message finds you well. I am writing to gently remind you about our upcoming engagement event scheduled for [Date] at [Location]. We would be delighted to have you join us in celebrating this special occasion.

Your presence would mean a lot to us, and we kindly ask that you let us know your RSVP by [RSVP Deadline]. If you have already responded, please disregard this message. However, if you have yet to confirm, we'd appreciate your reply at your earliest convenience.

Thank you so much for your attention, and we hope to celebrate together soon!

Warm regards,

[Your Name]

[Your Contact Information]