

# You're Invited to Our End-of-Year Party!

Dear Team,

As we close another successful year, we want to celebrate our achievements and gather together for a night of fun and festivities!

## Event Details:

- **Date:** Friday, December 15, 2023
- **Time:** 6:00 PM - 11:00 PM
- **Venue:** Grand Ballroom, City Hotel
- **Address:** 123 Celebration Ave, HappyTown

Please join us for an evening filled with food, drinks, music, and great company!

## RSVP:

Kindly respond by December 1, 2023, to ensure we have enough space for everyone.

We look forward to celebrating with you!

Best,

The Events Committee