

Formal Invitation to the Annual Gala Dinner

Date: Saturday, April 22, 2023

Time: 6:30 PM

Venue: Grand Ballroom, ABC Conference Center
123 Main Street, Citysville, ST 12345

Dear [Recipient's Name],

We are pleased to invite you to our Annual Gala Dinner in support of [School Name]. This evening promises to be a wonderful occasion filled with good food, great company, and magnificent entertainment.

Please join us for an evening of celebration and support for our students and educational programs.

RSVP by April 10, 2023, to [Email Address] or [Phone Number].

We look forward to your presence.

Warm regards,

[Your Name]

[Your Title]

[School Name]