

Gift Distribution Notification

Date: [Date]

Dear [Community Member/Organization Name],

We are excited to announce our upcoming community event, [Event Name], scheduled for [Event Date] at [Event Location]. As part of this celebration, we will be distributing gifts to our valued community members.

We invite you to join us in this joyous occasion and be part of the gift distribution process. The details are as follows:

- **Date of Gift Distribution:** [Distribution Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Distribution Location]
- **Items to be Distributed:** [List of Gifts]

Please confirm your participation by [RSVP Date] to ensure we have adequate gifts for all attendees. You can reply to this letter or contact us at [Contact Information].

We look forward to celebrating together and making this event a memorable one for our community!

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]