

# You're Invited to Our Gala Dinner

Dear [Guest Name],

We are pleased to invite you to our Annual Gala Dinner!

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue Name and Address]

Please let us know if you can join us by responding to this invitation by [RSVP Deadline].

We look forward to celebrating with you!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

**RSVP:** [Insert RSVP Contact Information]