

Dear [Associate's Name],

We are pleased to invite you to our Annual Charity Gala Night, scheduled for [Date] at [Time], hosted at [Venue Name and Address]. This event aims to [briefly describe the purpose of the charity event, e.g., raise funds for a specific cause].

Your presence would greatly contribute to the success of this evening, where we will enjoy a formal dinner, engaging speakers, and inspiring stories that highlight our mission. It would also be a wonderful opportunity to network with other business leaders committed to making a positive impact.

Please RSVP by [RSVP Date] to confirm your attendance. You can reply via email at [Your Email] or contact me directly at [Your Phone Number].

Thank you for considering this invitation. We look forward to the honor of your company at the gala.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]