

Dear [Business Partner's Name],

I hope this message finds you well. I am writing to remind you of the upcoming charity gala that we previously discussed, scheduled for [date] at [location]. Your presence would mean a lot to us and the cause we are supporting.

Please let us know if you will be able to attend. We would greatly appreciate your support and look forward to seeing you there.

Thank you for considering our invitation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]