

**Dear [Recipient's Name],**

We are delighted to invite you to our Annual Charity Dinner, benefiting [Charity Name]. The event will take place on [Date] at [Time], held at [Venue Name and Address].

Your presence would mean a lot to us as we gather to support a noble cause. Please let us know if you will be able to attend by RSVP-ing by [RSVP Deadline].

You can respond by contacting us at [Phone Number] or [Email Address].

Thank you for your support, and we look forward to celebrating with you!

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]