

Formal Notice for Poetry Reading Event

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Invitation to Poetry Reading Event

Dear [Recipient's Name],

I am pleased to formally invite you to a Poetry Reading event that will take place on [Insert Date] at [Insert Location] from [Start Time] to [End Time]. This event aims to celebrate the art of poetry and provide an opportunity for poets to share their work.

We are excited to feature a variety of talented poets who will showcase their pieces and engage with the audience. Refreshments will be provided.

Please RSVP by [Insert RSVP Date] to confirm your attendance.

Thank you, and we look forward to seeing you at this celebratory event.

Sincerely,

[Your Name]

[Your Position/Organization]

[Contact Information]