Organization or Individual Name

[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name],

You're invited to attend [event name], an annual fundraiser for [organization name]. The theme of this year's [event name] is [specify theme]. It will be held on [date] at [event location] from [start time] until [end time].

This year's [event name] will feature [describe key event features, such as entertainment, food, dancing, an auction, etc.]. A number of local dignitaries are expecting to be in attendance, including [list local celebrities, political figures, prominent community leaders, etc. who have committed to attend]. I hope that you will also be there.

[Event name] is a tradition in our community. It is fun to attend, and the funds raised support critical community programs within the community. Funds raised from [event name] provide financial support for [organization name]'s local initiatives, such as [briefly list projects, programs, and initiatives of the organization].

Individual tickets to [event name] are [insert price], and tables of 10 are available for [insert price]. You may purchase your tickets online at [insert ticket purchase URL] or call our office at [insert phone number] to order by phone. I so hope that you will decide to attend. The deadline for registration is [specify deadline].

Please let me know if I can answer any questions. You may reach me at [phone number] or [email address]. I hope we can count on your support, and look forward to seeing you at [event name].

Regards,

[First Name] [Last Name]
[Title]