Organization or Individual Name

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

[Insert date]

Dear [Insert recipient name],

You are cordially invited to attend [event name], a program of [insert company or group name]. It will be held on [date] at [event location] from [start time] until [end time]. Please RSVP via [online registration URL] no later than [insert deadline].

You are being invited to attend because you [specify how the invitee was selected, such as ‘have a child in the class,’ ‘have been identified as a high potential employee,’ ‘attended X school,’ ‘are a member of X organization,’ ‘have an expressed an interest in X subject matter,’ etc.]

This event will feature [describe key event features]. Benefits of participating include [specify how the individual will benefit from attending]. There is no cost to attend [or specify fee if there is].

I hope that you are able to attend [event name]. If I can answer any questions, please contact me at [phone number] or [email address]. Don’t forget to RSVP by [insert deadline] to secure your place at this [insert descriptive term, such as ‘informative’ or ‘fun’] event.

Regards,

[First Name] [Last Name]
[Title]