

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]

[Event Name]

Dear [First Name Last Name],

On behalf of [Your Company Name], I would like to personally invite you [and number of guests, if applicable] to participate in our upcoming [Event Name], which will be held [Location of Event] in [City of Event], [State of Event] on [Date of Event]. We are asking all our [reason contact has been invited] to attend this event and would love to see you there.

Enclosed you will find additional details about the venue as well as the event itself and why we are so excited to have you be a part of it.

Afterwards, we will [describe next steps and why the recipient will benefit from attending the event].

Please mark [date of event] on your calendar and let us know if you will be able to attend by [date for RSVP].

We look forward to seeing you then,

Regards,

[Your Name]

[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]