John Smith  
123 Main Street  
City, State, Zip Code  
Phone: (555) 555-5555  
Email: johnsmith@email.com

May 26, 2023

Ms. Jane Doe  
456 Elm Street  
City, State, Zip Code

Fundraising gala invitation

Dear Ms. Doe,

We are glad to invite you to our annual fundraising gala on July 10, 2023, at 7:00 pm. The event will occur at the Grand Ballroom, 789 Grand Avenue. The evening will feature a three-course dinner, live entertainment, and a silent auction. All proceeds will support our community outreach programs.

Please RSVP by June 30, 2023, to reserve your seat. We look forward to seeing you at this wonderful occasion.

Sincerely,

John Smith