Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

It is an honor to have graced your presence at the annual dinner party by our company [COMPANY NAME]. We would be arranging this dinner on 29th April 2019 at the Garrison Golf and Country Club hall no.1. The dinner will commence at 7 p.m. It has been a long time since we have spent quality time. So, we took it as an opportunity to have our closed ones invited to our annual dinner to create memories once again.

We would require a simple email answer from you to confirm the presence. It would be a pleasure having you at the dinner.

Sincerely,

Your Name