

Blank Event Announcement Letter Outline

Sender Information

Sender's Name: _____
Sender's Title/Role: _____
Organization: _____
Date: _____

Recipient Information

Recipient's Name: _____
Group or Department: _____

Subject

Body

Introduction/Greeting: _____

Event Name: _____
Event Date: _____
Event Time: _____
Venue/Location: _____
Event Details: _____

RSVP Information: _____
Closing/Thank You: _____

Signature

Sender's Name: _____
Contact Details: _____