

Invitation Letter Template for Fundraising Event

[Your Organization's Logo or Name]

[Your Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To,

[Recipient Name]

[Recipient Organization or Affiliation, if applicable]

[Recipient Address]

Subject: Invitation to [Fundraising Event Name]

Dear [Recipient Name],

We are pleased to invite you to our upcoming **[Fundraising Event Name]** organized by **[Your Organization's Name]**. The event is scheduled to take place on **[Date]** at **[Venue/Location]** from **[Start Time]** to **[End Time]**.

The purpose of this event is [briefly state the purpose/objective]. Your support and presence will make a significant difference.

Please let us know your availability for this important event. For RSVP or queries, contact us at **[Contact Email/Phone]**.

Thank you for your consideration and support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization's Name]