**Nombre empresa/company**Dirección/address  
Tel.: 000-000-0000  
www.website.com

Ciudad/city, Estado/state  
Mes/month 00, 20XX

**Nombre destinatario/addressee**  
Cargo/position  
**Empresa/company**  
Dirección/address

Dear Mr/Mrs/Ms. Nombre/name

We are pleased to cordially invite you to nombre del evento/event name as a \_\_\_\_\_\_\_\_\_\_\_, which will take place on día/day, mes/month 00. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The evento/event will take place in the event room of lugar/place, located at dirección/address, from 0:00 a.m. to 0:00 p.m. We hope that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would like to have your answer before fecha/date, in order to coordinate all the details and ensure that the event is to everyone's liking. In this letter you will find all our contact information so that you can send us any questions, to which we will respond as soon as possible.

Sincerely,

**Nombre/name**  
Cargo/position  
Tel.000-000-0000