

Your Organization's Letterhead

Month Day, Year

First Name Last Name
Street Address
City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name:

This year, you're invited to join us for our annual black tie event! The event will be filled with dinner, dancing and both live and silent auctions. It is a great opportunity to meet others in the community who want to make a difference.

Location: _____
Date: _____
Time: _____

You may purchase tickets by calling _____ or by emailing _____
_____. Tickets are priced at \$_____ and the deadline for reservations is _____
_____.

We truly hope to see you there! Thanks in advance for your support.

Sincerely,

Insert Your Signature

Typed Name of Signer