[Date]

To [Recipient Name],

[Recipients Job Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Salutation] [Recipient Last Name],

I hope this message finds you well. I am writing to inform you of our [Event/Reason], which will take place on [Event Date] at [Event Location]. We are excited to have you at this event.

[Additional Information or Message]

We look forward to your participation and hope to see you there.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Contact Information]