**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**INVITATION TO A COMMENDATION SERVICE**

Dear Manager,

CHRISTAIN UNITY GOSPEL CHURCH is holding a commendation service for Rev Mrs. Omotola Olubunmi Oyediran on Wednesday, December 2nd, at the church auditorium by 10:00 a.m. We would be pleased to have you join us. As you may know, the Center provides temporary shelter for women and children needing to escape from difficult home circumstances.  
  
We know that you would be a great addition to our Lodge, especially with your knowledge about neighborhood watch schemes, amongst other things.  
  
We meet every other Monday at the local Lodge House. There are also many social aspects of our group, and we only charge dues of $10 per month. Lodge members have always found that we find our volunteering extremely rewarding. We know that you will enjoy being a member as much as we do.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -

The banquet will host Ms. Jane Doe, a leading authority in family therapy, as the keynote speaker. Tickets are $100.00 per couple. I know you are interested in these issues and hope you will be able to join us. Please let me know by September 10 if you can come.