Dear friends,

I trust this email finds you in good spirits. As we approach the spring season, it's time for us to reconnect and celebrate the joys of friendship. I am thrilled to announce that we're organizing a special gathering to commemorate Mark's recent promotion at work. Mark has been such an integral part of our group, and we couldn't be prouder of his achievements.

The celebration will take place on April 10th, starting at 6:30 PM, at the beautiful Lakeside Manor. The venue offers breathtaking views of the lake, which will undoubtedly add to the ambiance of the evening. We've reserved the banquet hall and arranged for a delectable spread of hors d'oeuvres and drinks.

Please mark your calendars and RSVP by March 25th, so we can confirm the final headcount with the caterers. You can reply to this email or give me a call at (555) 123-4567 to confirm your attendance. If you have any dietary restrictions or preferences, kindly let us know in advance, and we'll do our best to accommodate them.

In terms of contributions for the event, we're collecting funds to purchase a commemorative gift for Mark. If you'd like to contribute, you can transfer your donation via Venmo to @EmilyJones21. Every little bit counts, and your generosity will be greatly appreciated.

For those of you who may need transportation to the venue, please don't hesitate to reach out to me. I'll be more than happy to coordinate ridesharing arrangements or provide assistance as needed. Let's ensure everyone can join in the celebration without any inconvenience.

Lastly, let's keep this gathering a surprise for Mark. He's under the impression that we're meeting for a casual dinner, so it'll be a fantastic moment when he realizes the extent of our support and admiration.

Thank you all for being part of Mark's journey and for your unwavering friendship. I look forward to seeing each of you at Lakeside Manor as we toast to Mark's success and the bonds that unite us.

Warm regards,

Emily Jones