Dear friends, I'm thrilled to announce Mark's recent promotion at work! We're organizing a celebration at Lakeside Manor on April 10th, 6:30 PM. Please RSVP by March 25th at (555) 123-4567. Contributions can be sent via Venmo to @EmilyJones21. For transportation, contact me. Let's keep it a surprise for Mark! Looking forward to seeing you all! Warm regards, Emily Jones