

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP]

Dear [Recipient Name],

It is with great excitement and sincere appreciation that we invite you to our upcoming **[Nonprofit Name] Annual Fundraising Gala**, an inspiring evening dedicated to advancing our mission: *[Brief statement of the nonprofit's mission or cause]*.

Event Details:

Date: [Event Date]

Time: [Start Time] – [End Time]

Location: [Venue Name], [Venue Address]

This year, we are honored to host **[Guest Speaker's Name]**, renowned for [brief description of speaker's background or achievements], as our distinguished guest speaker. [He/She/They] will be sharing insights on *[relevant topic/significance]*-addressing crucial issues and inspiring us all to make a greater impact.

Your presence at the gala will not only celebrate our collective achievements but also further support [Nonprofit Name]'s ongoing work to [specific goals or activities]. The evening will feature a hosted dinner, live entertainment, a silent auction, and opportunities to connect with individuals who are equally passionate about making a difference.

We hope you will join us for this memorable occasion. Your generous support and participation are vital to advancing our work and changing lives. Please RSVP by [RSVP Deadline] at [RSVP Method: link, email, phone]. For more information, or if you have any questions, feel free to contact us at [Contact Information].

Together, we can create lasting change. Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title/Role]

[Nonprofit Name]

[Nonprofit Contact Information]