

Dear Family,

We hope this letter finds you all in great health and spirits. It is with immense joy and anticipation that we invite you to our upcoming **Family Reunion!** This special gathering is a wonderful opportunity for us to catch up, create beautiful memories, and celebrate the unbreakable bonds that tie us together.

## Event Details

- **Date:** Saturday, July 20, 2024
- **Time:** 12:00 PM - 8:00 PM
- **Venue:** Green Meadows Community Hall  
123 Reunion Road,  
Springfield, USA

## Hotel Arrangements

For your convenience, we have arranged accommodations at nearby hotels with special group rates. When booking, please mention our family reunion to receive the discounted rate.

- **Springfield Grand Hotel**  
456 Hospitality Lane, Springfield  
Phone: (555) 123-4567  
Group Rate: \$99/night  
[Book online](#)
- **Comfort Stay Inn**  
789 Family Circle, Springfield  
Phone: (555) 987-6543  
Group Rate: \$85/night  
[Book online](#)

Please make your reservations by **June 30, 2024** to ensure room availability at the group rate.

## RSVP

Kindly confirm your attendance by **July 1, 2024**. You can RSVP by replying to this letter, calling Jane Doe at (555) 222-3333, or emailing [janedoe@email.com](mailto:janedoe@email.com).

We are delighted at the thought of gathering our family and look forward to sharing laughter, stories, and love. Please come and make this reunion truly special!

With warmest wishes,

The Family Reunion Planning Committee