Short Event Invitation Letter for Event

**From:**  
Event Organizing Committee  
123 Event Street, City, State, ZIP  
Date: May 3, 2024

### **Salutation**

Dear [Recipient’s Name],

### **Body**

We are delighted to invite you to the Grand Opening of ArtSpace Gallery, an exclusive event celebrating contemporary art and creativity. Join us for an evening filled with inspiring artworks, live music, and a chance to meet the artists behind the magic.

**Event Details:**  
Date: June 10, 2024  
Time: 6:00 PM - 9:00 PM  
Venue: ArtSpace Gallery, 456 Culture Ave, City, State, ZIP

### **Closing**

Please RSVP by June 1, 2024, to ensure your spot at this memorable event. We hope to see you there!

Warm regards,  
Jane Doe  
Event Coordinator