Shape

Description automatically generatedText

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Date

Recipient's Name

Recipient's Address

Dear [Recipient's Name],

We are honored to invite you to the [name of the event] at our church. This event will [description and purpose of event]. It will be held on [date of event] at [time of event] [location of event].

We would like to invite you to be our special guest and ask you to speak to our congregation. Your experience and knowledge are valued by our members and we hope to be lucky enough that you will again speak at the [name of event].

We are excited for you to potentially attend our event and would like to extend the invitation to your family as well. Please RSVP by [date] to [name of the person receiving RSVP] at [contact person's phone number and/or email]. They will also be able to provide you with more information about the event.

Yours in Christ,

[Your signature]

[Your name]