

# Letter to Inform About an Event

**John Davis**

1234 Elm Street

River City, TX 78901

john.davis@example.com

(555) 123-7890

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Dear Michael,

I hope this letter finds you well! I wanted to let you know about an exciting event that's coming up soon.

Next month, I'm hosting a charity fundraiser to support local animal shelters. The event will be held on July 15, 2024, at the River City Community Center, starting at 6 PM. There will be live music, delicious food, and a silent auction with some fantastic items up for bid.

I know how much you love animals and thought you might be interested in attending. It's going to be a great opportunity to have fun while supporting a worthy cause. Plus, it's a wonderful chance to catch up with friends and make new connections.

Please let me know if you're able to make it. It would be fantastic to see you there and have your support. Feel free to bring along any friends or family who might be interested as well.

Looking forward to hearing from you soon!

Best wishes,

**John**