

Event Announcement Letter

Dear valued guests,

We are delighted to announce our annual charity gala, which will be held on Saturday, May 15th at 7:00 PM in the Grand Ballroom of the Hilton Hotel.

Our event, themed "A Night of Giving," is dedicated to raising awareness and funds for [name of the charity]. With your support, we hope to raise [amount of money] in donations to make a positive impact on the lives of [people/cause].

The evening will begin with a cocktail reception, where you will have the opportunity to network with other guests while enjoying a selection of appetizers and beverages. Following the reception, we will move into the main ballroom for dinner, during which we will hear from our guest speakers who will share their experiences and perspectives on the importance of giving back to our community.

After dinner, we will have a silent auction with an array of items, including travel packages, luxury goods, and one-of-a-kind experiences. All proceeds from the auction will go directly to [name of the charity].

Throughout the night, guests will also have the opportunity to participate in various raffles and games. We have prizes worth [prize value] to give away to lucky winners!

The dress code for the evening is black-tie, so please dress to impress. We kindly request a minimum donation of [amount of money] per person to attend the event.

We look forward to seeing you on May 15th for "A Night of Giving." Thank you in advance for your generosity and support.

Best regards,

[Your Name]

[Event Organizer]