

## **Preliminary invitation before official announcement**

Subject: Save the Date: Annual Dinner

Dear [Recipient Name],

We are excited to announce a preliminary save-the-date for our Annual Dinner on [Date] at [Venue].

Further details and the official invitation will follow soon.

Please mark your calendar. We hope to see you there!

Warm regards,

[Your Name]

[Organization Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/invitation-letter-for-annual-dinner>