

Casual email inviting colleagues or friends

Subject: Youâ€™re Invited â€“ Save the Date!

Hi Everyone,

Just wanted to give you a quick heads-up about an upcoming event that I think youâ€™ll love.

What: [Name of Event]

Where: [Venue / Location]

When: [Date and Time]

Itâ€™s going to be a fun and engaging time, so mark your calendars! Iâ€™ll share more details as we get closer, but for now, just save the date.

Hope to see you there!

Cheers,

[Your Name]

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