Hello ***[Name]***,

My name is ***[Name]***. We are hosting a charity morning tea fundraiser to raise vital funds for New Zealand Red Cross on ***[Date]*** at ***[Location]*** and would like to invite you to attend. ***[There will be a theme, and we would like you to dress up....]***

All you would need to do is:

* Bring a donation
* Spread the word to your friends, family, and colleagues
* Let us know if you have any dietary restrictions

Please RSVP to this invitation by replying to this email and we will put you on our event attendees list. Please let us know by ***[Date]*** if you would like to come. We look forward to seeing you at our morning tea. 😊

***[Sign off]***