Hello ***[Name],***

I hope you have been well. I am emailing you to invite you to the charity morning tea fundraiser I am hosting to raise vital funds for New Zealand Red Cross.

The fundraiser will take place on ***[Date]*** at ***[Location]*** and we would be incredibly happy to have you 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]***