Charity association  
Cumberland Road, Manchester  
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To  
 Mr/Mrs First name Last name  
 City

Subject: Invitation to a gala evening

We would like to invite you to the charity evening that we are organising on Thursday 4 July 2019 at 8 p.m. at our association's headquarters.

The funds raised from this gala will be used to support several charity projects initiated by our association.

We look forward to seeing you there.

Sincerely