INVITATION

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are excited to invite you to our Brightening Lives Activity planned for [DATE] at [TIME] am/pm at [LOCATION].  A Brightening Lives Activity is a way for our whole community to have a fun get-together to support an agency in our community.

Our chosen agency, [NAME], works with [WHO THE AGENCY SERVES] to [THE AGENCY’S GOAL].  Our history with them is [ARE THEY A BRIGHT SPACE? HAVE YOU WORKED WITH THEM BEFORE? IS THIS A TOTALLY NEW RELATIONSHIP?].

They have requested that we collect [ITEMS], and we can use our time during our Brightening Lives Activity to create [BAGS/BOXES/ETC.]. Please bring your donations to the Brightening Lives Activity and plan to bring your family to this fun and inspirational event.

During the Activity time, we will sort and organise our donations, share food and drink, and have the opportunity to learn more about the issues of homelessness and poverty and about the work of the Bright Horizons Foundation for Children.

Please RSVP to [NAME]via[EMAIL OR PHONE AND GIVE INFORMATION] by [DATE].

Looking forward to seeing you there!

Yours sincerely