[Your Full Name]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Postcode]

[Recipient’s Full Name]

[Recipient’s Job Title]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Postcode]

 [Date]

Dear [Name]

I hope this letter finds you well. I am writing to invite you to be our special guest at this year’s Silver Sunday [event name], hosted by [your organisation], which will be taking place on **[date]** at the **[venue name]** in [location].

According to Age UK, more than 1.2 million lonely older people in England live alone, and 2 out of 5 state that television is their main source of company. Silver Sunday, a national day to celebrate older people held on the first Sunday in October, aims to help reduce loneliness and isolation by giving older people a chance to get out, try a new activity and make new friends. We believe that providing a special event can make a huge difference, as well as helping to connect older people with local services and the wider community.

Music will be provided by [insert performers] and [insert catering e.g. afternoon lunch] will be served courtesy of [insert catering provider]. The event will be run by our staff and kind volunteers from [insert volunteer organisation].

The [day/afternoon/evening] takes place from [event time], and we would appreciate any time you could spend with us. Although we are unable to offer a fee, we would be able to provide transport to and from the venue if that would be helpful.

Please let me know at your earliest convenience if you would be interested in appearing, and please do not hesitate to contact me on **[telephone number]** if you have any questions. We would be very much honoured if you would be able to join us.

Thank you in advance and best wishes,

[Signature]

[Your name]

[Your job title]