[Your Full Name]

[Address Line 1]

[Address Line 2]

[Postcode]

[Recipient’s Full Name]

[Recipient’s Job Title]

[Address Line 1]

[Address Line 2]

[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] for [number] local older residents.

Our event is part of Age UK’s Silver Sunday, a national day in October celebrating older people. More than ‘just a day’ Age UK’s Silver Sunday creates vital opportunities for older people who are feeling lonely to re-connect with their communities and access local support. According to Age UK, 1.5 million older people rarely leave their home and 26% of the older population rely on clubs or social groups for company.

We believe that by providing a special event we can make a huge difference, giving older people a chance to make new friends, try new things and re-connect with other generations in our local community, while also enjoying being part of a celebration of ageing and all that older people have to offer.

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]