

3 fundraising event invitation templates

General event invitation template

Subject line: **[Event Name]** to benefit **[who or what your fundraiser will support]**

Hi **[Potential Attendee's Name]**,

[Draw the reader in with a brief story, question, fact or other hook that makes them want to continue reading.]

[Name of your organization] is hosting **[Event Name]** to **[explain what you're trying to accomplish and why it matters]**. We'll have **[list of activities, items for sale, speakers, and other event details you want to highlight]**. It's all happening on **[event date and time]** — book your spot today.

Date: **[Full event date(s) and time(s)]**

Location: **[Venue address or virtual event link]**

Tickets: **[Price for each ticket type]**

[Add a CTA button like "Get tickets" and link to your event registration page]

Can't make it to the event? Simply donate by **[list payment options, like donating online or mailing a check]**.

Follow **[your social media handles]** for news and updates and contact **[your contact information]** with questions.

more on next page 

Formal event invitation template

Subject line: You're cordially invited to **[Event Name]**

Dear **[Potential Event Attendee's Name]**,

We're pleased to announce this year's **[Event Name]**. We invite you to join us for **[time when the event takes place, like "an evening"]** of **[list of activities and event highlights]**.

All proceeds will benefit **[who or what your event will support]**. **[Briefly explain the significance of your mission and how their attendance will make a difference.]**

Date: **[Full event date(s) and time(s)]**

Event schedule: **[List a simple itinerary, like "6:00 PM: Dinner & cocktails" and "7:30 PM: Silent auction"]**

Location: **[Venue address or virtual event link]**

Cost: **[Cost per person or table]**

[Add a CTA button like "RVSP now" and link it to your event registration page.]

Please RSVP by **[cutoff date]**.

If you can't attend, please consider making a contribution of **[suggest an amount]** by **[list payment options, like donating online or mailing a check]**

Conference event invitation template

Subject line: **[Conference Name]** passes available now!

It's that time of year! Don't miss **[Conference Name]**, the one-of-a-kind annual gathering of the **[name of your community, group of supporters, etc.]**.

Register today and secure your full-access conference pass to join us for **[number of days or weeks your event lasts]** of **[list of activities and event highlights]** with your peers and an exciting lineup of speakers and special guests.

When: **[Full event dates]**

Where: **[Venue address or virtual event link]**

Tickets: **[Price for each ticket type]**

[Add a CTA button like "Book your spot" and link it to your event registration page.]

If you can't make it, simply donate by **[list payment options, like donating online or mailing a check]**.

Stay connected with us: Follow **[your social media handles]** for news and updates and contact **[your contact information]** with questions.