

[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Dear [Client Name],

To show our appreciation for your continued loyalty and partnership over the years, [Company Name] cordially invites you to an exclusive **VIP Past Client Cocktail Reception**.

Please join us for an evening of fine drinks, hors d'oeuvres, and great conversation as we celebrate our shared success. This private event is a small way for us to say thank you for being a valued member of our professional family.

Event Details:

- **Date:** [Date of Event]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue Name], [Venue Address]
- **Dress Code:** [e.g., Cocktail Attire / Business Casual]

Kindly RSVP by [RSVP Date] by contacting [Name] at [Phone Number] or by replying to this email at [Email Address].

We look forward to reconnecting with you and raising a glass in your honor.

Warm regards,

[Your Name]
[Your Title]
[Company Name]