**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

It is long since we have met each other. I hope that you and your family are in the best of your spirits and health. We are extremely delighted to inform you that our daughter Jane is getting married to her long time boyfriend Gary Holmes. They have known each other for 6 years and are currently busy with their post doctoral programs. They have planned to tie the knot once it gets over. They make a good pair together.

The marriage date is not fixed yet, but we have decided to host the auspicious ceremony in New York later this year. I will inform you the wedding dates once it is decided.

Hope to meet you soon as I and Sarah are planning to drop at your place at the earliest.

Regards,

**[Write Complete Name Here]**

[Contact]