

[Date]

Dear Residents,

You're Invited: Annual Resident Holiday Gathering!

It is that time of year again! We would like to invite all residents to join us for our Annual Holiday Gathering to celebrate the season and our wonderful community.

Please join us for an evening of food, music, and holiday cheer.

When: [Date of Event]

Time: [Start Time] to [End Time]

Where: [Location/Clubhouse/Lobby]

Activities and Refreshments:

- [List item: e.g., Seasonal appetizers and drinks]
- [List item: e.g., Holiday music and decorations]
- [List item: e.g., Gift exchange or raffle]

Please RSVP by [RSVP Date] to the management office or by emailing [Email Address] so we can have an accurate headcount for catering.

We look forward to seeing you there and celebrating together!

Warmest wishes,

[Your Name/Property Manager Name]

[Building/Association Name] Management