



Warren County Report to the People

When

Wednesday, April 19, 2017
from 4:30 PM to 5:45 PM EDT
[Add to Calendar](#)

Where

Warren County Armory Civic Center
501 US Highway 158 Business East
Warrenton, NC 27589



[Driving Directions](#)

Dear Crystal,

Here are some helpful tips for writing an effective event invitation quickly and easily.

First, tell invitees why you're contacting them. For example, you can say "You're invited to our next monthly educational seminar for clients." Next, provide a general event summary, such as "It's a festive evening of fun and dancing under the stars, with great food and exciting raffle prizes." Keep this information to the "high points" — you can go into more detail on the event homepage.

Tell them to click on the link below to register or RSVP.

[Register Now!](#)

[I can't make it](#)

Here, provide contact information if invitees have any questions about the event or how to register.

Finally, thank them for their attention and response, and tell them you look forward to seeing them at your event.

Sincerely,

Crystal M. Smith
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