

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear _____ :

It is with great pleasure that I would like to extend to you an invitation for _____ (state reason for invitation), which will be held at _____ (location) commencing at _____ o'clock _____ .m. on the _____ day of _____ (month/year). This (party, discussion, meeting, etc.) should give us an opportunity to visit about many new and exciting events that are taking place. I certainly hope that you will be able to be in attendance. Kindly RSVP to _____ (phone number or address).

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)