

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Invitation – Retirement Party – Individual Guest

Dear :

You are cordially invited to attend the Retirement party for {name}. We would like to gather all {name }'s family, friends, and co-workers together before she/he pulls the RV out to go sightseeing across country.

Please RSVP and hope to see you there.

Sincerely,

N A M E