

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

**To:** Staff  
**From:** Management  
**Subject:** Invitation to Halloween Party - Office  
**Date:**

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It is that time of the year for ghost, globins, witches, candy, and cavities. The office will be having a Halloween Party on {date}. The wonderful festivities will begin at {time} and will be in {location}. There will be games, food, candy (of course), and a lot of fun. Everyone is invited and asked to wear a costume. There will be a first, second, and third place award for the best costume.

Happy Halloween and hope to see you there.