

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

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

Re: Invitation to Child's Birthday Party

Dear :

I am writing to invite your son/daughter, {name} to {name }'s {age} Birthday Party. The party will begin at {time} and will be at {location}. There will be games, toys, balloons, pony rides, and clowns. I will be serving cake, ice cream, and candy. If you child has any allergies, please contact me for arrangements. You may leave your child or stay for the festivities. I hope to see {name} there.

Sincerely,

N A M E