

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

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

Re: Invite to Surprise Party

Dear :

You are invited to a Surprise Party for {Name and Reason}. The party will be on {date}, and will be held at {location}. The party will start at {time}. Please do not let {name} know about this party. The less he/she suspects, the bigger the surprise. Hope to see you there.

Sincerely,

N A M E