

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

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

Re: Invitation to CD Release Party

Dear :

Where are you going to be on {date} at {time}? You are going to be at the {Name of CD} Release Party! {Artist} will be having a huge party to announce the release of the much-anticipated CD, {Name of CD}. The party will be held at {location} and don't expect to be home at a decent hour, because this party may never end. Please bring your pass or you'll have to go home or somewhere...because No Pass = No Party! Dress should be to impress and nothing less.

Sincerely,

N A M E