

# Birthday Party Invitation Letter Template (with RSVP Deadline)

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address / Phone Number]  
[Date]

Dear [Guest's Name],

I am excited to invite you to a wonderful celebration as we mark [Name]'s [Age]<sup>th</sup> birthday! We would be delighted to have you join us for a memorable party filled with fun, laughter, and good company.

**Party Details:**

- **Date:** [Date of the Party]
- **Time:** [Start Time] – [End Time]
- **Venue:** [Location/Address]
- **Theme:** [Party Theme, if any]

Please let us know if you will be able to attend by responding no later than **[RSVP Deadline Date]**. You can RSVP by contacting me at [Phone Number] or [Email Address].

Your presence would truly mean a lot to us. Looking forward to celebrating together!

Warm regards,  
[Your Name]