

Formal Birthday Party Invitation Letter Sample

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. It is with great pleasure that I invite you to attend a special celebration in honor of my [relation, e.g., son/daughter/myself]'s birthday.

Event Details:

Date: [Date of Event]
Time: [Start Time] – [End Time]
Venue: [Venue Name or Address]

Your gracious presence would surely add joy to this memorable occasion. We kindly request that you RSVP by [RSVP Deadline] to confirm your attendance.

Should you need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We look forward to celebrating this joyous day in your esteemed company.

Sincerely,
[Your Name]