

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

[Guest's Name]
[Guest's Address]
[City, State, ZIP Code]

Dear [Guest's Name],

It is with great pleasure and excitement that I cordially invite you to celebrate my birthday. Your presence would mean a lot to me as I cherish your company on this special occasion.

Date: [Date of the Party]

Time: [Start Time] – [End Time]

Venue: [Venue Name or Residence]

Address: [Full Address of the Venue]

Directions to the Venue:

[Provide clear, step-by-step directions. For example: "Take Main Street north for 2 miles, turn left at Oak Avenue, and the venue will be on your right across from Central Park."]

Landmarks: [Mention notable landmarks nearby, such as "Opposite the City Library" or "Next to Green Market"]

Parking: [Include parking information, e.g., "Complimentary parking is available at the venue" or "Public parking lot next to the building"]

Transportation: [Optional: Mention public transport options or taxi stands if available]

Please let me know by [RSVP Date] if you will be able to attend. I sincerely hope you can join us for an evening of joyful celebration and cherished memories.

Looking forward to your positive response.

Warm regards,
[Your Name]