

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear [Guests' Names],

I hope this letter finds you well! I'm excited to host a BBQ party on [Date] at [Time] in my backyard. Below are some grilling guidelines to ensure we have a safe and enjoyable experience for everyone.

1. ****Safety First****:

- Please keep a safe distance from the grill when it's in use.
- Ensure children and pets are supervised and away from the grilling area.

2. ****Food Preparation****:

- Bring your favorite meat, veggies, or sides to share. Please label any items that contain allergens.
- Remember to marinate meats ahead of time, if needed.

3. ****Utensils & Cookware****:

- I'll provide basic grilling tools, but feel free to bring any specialty items you'd like to use.
- Let's ensure we have enough plates, napkins, and utensils for everyone.

4. ****Beverage Arrangements****:

- Bring your favorite drinks to enjoy. I'll provide some refreshments as well.

5. ****Cleanup****:

- Let's work together to keep the area tidy. There will be bins available for trash and recycling.

Looking forward to grilling up some great food and having a wonderful time with all of you! Please RSVP by [RSVP Date].

Best regards,

[Your Name]