

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the location for our upcoming BBQ party on [date].

We have secured the following venue:

[Venue Name]
[Venue Address]
[City, State, Zip Code]

The BBQ will start at [start time] and run until [end time]. Please let me know if you have any questions or need further details.

Looking forward to a fun-filled gathering!

Best regards,

[Your Name]