

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

Dear [Recipient's Name],

I hope this message finds you well! This is a friendly reminder about the BBQ party we are hosting on [Date] at [Time].

Location:

[Venue/Address]

Join us for a fun-filled evening with delicious food, good company, and plenty of games! Please bring your favorite side dish or drink to share. Let me know if you can make it. I look forward to seeing you there!

Best,

[Your Name]