

[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],

I hope this message finds you well! I'm throwing a BBQ party on [date] at [time] in my backyard, and I would love for you to join us for a fun and relaxing afternoon.

Please let me know if you can make it by [RSVP deadline]. Feel free to bring along your favorite side dish or drink to share!

Looking forward to catching up and enjoying some delicious food together!

Best,

[Your Name]