

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I'm really excited to tell you about an event I'm planning and would love for you to be a part of it.

The event is scheduled for [date] at [location]. It will be a [type of event, e.g., birthday party, barbecue, etc.], and I think it's going to be a lot of fun! We'll have [mention any activities, food, or special guests], and it's a great chance for everyone to catch up.

I'd love your help with [mention any specific tasks they can assist with, e.g., decorations, food, invitations], if you're available. Let me know what you think and if you can make it!

Looking forward to hearing from you soon!

Take care,

[Your Name]