

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

Dear [Friend's Name],

I hope this letter finds you well! I'm excited to let you know that I'll be celebrating my birthday on [Date] and would love for you to join me! We'll be having a small gathering at [Location] starting at [Time]. There will be food, drinks, and lots of fun! Feel free to bring along a friend or two.

Please let me know if you can make it by [RSVP Date]. I really hope you can come and celebrate with me!

Looking forward to hearing from you!

Best,

[Your Name]