

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! I am excited to invite you to [event/occasion, e.g., my birthday party, a dinner gathering, etc.] on [date] at [time]. We will be gathering at [venue/location], and it wouldn't be the same without you!

We'll have [mention any special plans, food, activities, or themes], and it will be a wonderful opportunity for us to catch up and have some fun together. Please let me know by [RSVP date] if you can make it.

Looking forward to seeing you!

Best,

[Your Name]