

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am excited to invite you to a special gathering I am hosting, the Xenia Party, on [date] at [time]. The event will take place at [venue/location].

The theme for the evening is [theme, if any], and we will have a variety of activities, including [list any activities, games, or entertainment planned]. It will be a wonderful opportunity to celebrate friendship and community in a fun and relaxed environment.

Please RSVP by [RSVP date] so that I can make the necessary arrangements. Feel free to bring along a friend or two!

Looking forward to seeing you there!

Warm wishes,

[Your Name]  
[Your Contact Information]