

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

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

Dear [Recipient's Name],

You are cordially invited to a farewell party to celebrate [Teacher's Name] and their remarkable contributions to our school and students over the years.

****Date:**** [Date of the Party]

****Time:**** [Start Time] - [End Time]

****Location:**** [Venue/Address]

Join us for an evening filled with memories, laughter, and appreciation as we bid farewell to an incredible educator. There will be food, drinks, and a chance to share your favorite memories with [Teacher's Name].

Please RSVP by [RSVP Date] to [Your Email/Phone Number].

We hope you can join us for this special occasion!

Warm regards,

[Your Name]

[Your Position/Role]

[School Name]