

[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],

I hope this letter finds you in good spirits! I am excited to invite you to a very special occasion--the celebration of my [son/daughter]'s XVI birthday.

Date: [Date of Celebration]

Time: [Start Time]

Venue: [Location/Address]

We will have a joyful gathering filled with fun activities, delicious food, and unforgettable memories. It wouldn't be the same without you there to share this important milestone in [his/her] life.

Please RSVP by [RSVP Date] to let us know if you can join us.

Looking forward to celebrating together!

Warm regards,

[Your Name]

[Your Contact Information]