

[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 celebrate a momentous occasion as [Name of  
the Honoree] marks their 16th birthday!  
\*\*Event Details:\*\*  
Date: [Date of Celebration]  
Time: [Start Time] to [End Time]  
Location: [Venue/Address]  
Join us for an evening filled with laughter, joy, and unforgettable  
memories. Please RSVP by [RSVP Date] to [Your Contact Information].  
We hope to see you there!  
Warm regards,  
[Your Name]  
[Your Contact Information]