

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

Dear [Friend's Name],

I hope this letter finds you well! I'm excited to let you know that I'll be celebrating my birthday on [Date] and I would love for you to join the festivities!

We'll be gathering at [Location] around [Time] for some food, drinks, and good company. It wouldn't be the same without you there to celebrate!

Please let me know if you can make it. Looking forward to a fun day with friends!

Best,

[Your Name]