**Invitation Letter Example**

****

**[Write Name Here]**

[Designation]

[Address]

[Contact]

**Date: 00/00/0000**

**Dear Mr. [Write name here]**

The {date} of {month} is our son {Name}’s {year} birthday! We would love for you to attend our celebration on {date} at {time} at {location}, where we will be celebrating by {activities you’ll be doing to celebrate}. Please feel free to bring along the whole family; the more the merrier!

If you will be able to attend, please fill out the RSVP form and mail it to us at your earliest convenience so we will know how much food we need. Also please tell us your preference for dinner and cake. We look forward to seeing you there!

Yours truly,

**[Write Complete Name Here]**

[Contact]

Enclosed: RSVP form

