Invitation Letter

**Date: 00/00/0000**

**[Write Name Here]**

[Designation]

[Address]

[Contact]

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

I would like to cordially invite you to join myself, my family, and our other colleagues at a formal dinner at my home on {date} at {time}. The occasion is {explain why you are hosting the dinner for your colleagues}.

Please RSVP to let me know if you will be able to attend, and also please mark the box on the form which corresponds to your dinner preference. I look forward to seeing you on {date} at {time}. The location of my home is provided below.

Sincerely,

**[Write Complete Name Here]**

[Contact]