

## Writing an Invitation Letter

An invitation letter serves the purpose of inviting a guest to an event, a party or a celebration while conveying more information than a traditional invitations card. It serves two purposes; (1), to invite the individual to the event and (2), to ensure that the person receiving the letter is going to attend.

There are two tenses used within the invitation letter, the present and the future. The present tense conveys information about the event and the future tense ensures the guest is going to attend.

Invitation letters can be used to invite people to any kind of event, such as a birthday party, a cook-out, a slumber party, a campaign kick-off dinner, etc. Invitation letters are sometimes used to attract customers (i.e., a sales invitation letter) or to control and restrict the number of attendees.

Send a letter of invitation when you are inviting someone to be included in something, such as an event. As is the case with all letters, the style and wording you use in a letter depend on the specific circumstances.

Use appropriate tone in your letters, depending on your audience. For example, if you know the recipient well and are not extending a formal invitation, you can use more casual tone. Most business letters call for a formal style. In general, it is best to keep letters as short and concise as possible while still communicating the relevant information.

Feel free to customize and modify any of these letters according to your individual needs. Send invitations well in advance of events and parties, and allow plenty of lead time for invitees to RSVP.

**NOTE:** In the sample letter below, brackets indicate information that you should fill in. Remove the brackets when you have modified the text to your liking.

## General Invitation Letter

This is a general letter of invitation, and you can use this letter format and wording for many types of invitations. **[Your letterhead, if desired; if not, your return address]**

[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. box address]

[City, State ZIP code]

Dear [recipient's name]:

It gives me great pleasure to extend an invitation to our annual holiday party, taking place from 7 to 11 p.m. on Saturday, December 4 at the downtown City Club. At this event you will enjoy complimentary food and beverages, live music, and great conversation. Attire will be semi-formal, and feel free to bring a guest.

Please RSVP by November 22 to Tom Lee at 555-1212. We hope you will join us in celebrating the season and a successful year.

Warm greetings,

[Signature]

[Sender's first and last names]

## **Business Invitation Letter**

An invitation letter is a formal way to invite peers and clients to events which are being hosted by the company and are one of the most popular ways of inviting guests to functions. The professional invitation should be written in a formal tone, even when being sent to friends and family members, if the letter is also being sent to professional contacts.

The introduction allows the host and sender to introduce themselves, as well as the organization in which they have chosen to represent. A simple background of the individual or company will suffice in this section of the letter.

Next, in the body of the letter it is important to outline all of the information about the event. The date and time should be included as well as the theme and purpose for the event. At this point, a date should be mentioned in which guests should provide their reply by, and it may also contain any information regarding special roles played at the event, attire and items required for the guest to bring. Be sure to mention any specifications about dress code in the invitation letter.

Next, in one sentence, the appreciation for the guest to attend the party should be shown. This can be completed with a formal note, stating that you look forward to seeing the individual at the event. Remember, this needs to keep in tone with the rest of the letter.

The conclusion should contain the sign off and a line that ties the complete letter together, drawing the end of the invitation, with a salutation and a signature.

## Sample Invitation Letter (Business)

Lockwood Middle School  
307 Main Street  
Lockwood, NJ 51686

December 17, 2008

Mrs. Jody Coling  
President  
Lockwood Health Association  
23 Main Street  
Lockwood, NJ

Dear Mrs. Coling:

My name is Susan Harris and I am writing on behalf of the students at Lockwood Middle School. We would like to invite you to attend a special event being held at our school in a week's time.

A significant amount of the students at the school have been working on a project which relates to the unemployment problem within the youth demographic of Lockwood. You are invited to attend a presentation that will be held within the media room of the school where a variety of proposals that will demonstrate the ability of the community to develop employment opportunities for the youth within the community.

At the presentation, there will be several students receiving awards which will recognize them within the community from the Mayor. Refreshments will also be available at the presentation. As one of the prominent figures in the community, we would be honored by your attendance.

Please reply by Monday the 26th of February to confirm your attendance to the function. We look forward to seeing you there,

Sincerely,

*Signature*

Ms. Susan Harris