Name ad Surname of the sender

Street Name and Number

Postcode and City

Country

MM/DD/YYYY

Name ad Surname of the recipient

Street Name and Number

Postcode and City

Country

Dear Mr. D. Jones,

You are kindly invited to a gala dress ball celebrating the birthday of MrsSarah Smith. The ball will take place at the Crystal Hotel on Tuesday the 2nd of July. The dress code is formal.

Proceedings will start with a display of fireworks at 8 pm while a program of events will be delivered to you upon arrival. A four course dinner will be served in the Montgomery hall at 9.00, whereby Mrs Smith will make her arrival and welcome each of you personally. Free parking will be on disposal to guests at the front gate of the venue.

Please complete full details on the attached Rsvp and return to the address stated above by the 3rd of July. Unfortunatelly we are not in position to accept replies received after this date. On behalf of Ms Smith, I look forward to your attendance.

Mr. V. James

Assistant to Mrs Smith.