

An Invitation

► An **invitation** is another kind of letter. A good invitation tells the following things about an event:

1. **Who** will give the event.
2. **What** kind of event it will be.
3. **When** it will begin and end.
4. **Where** it will take place.

► A good invitation will include the address or telephone number of the sender.

Dear Anita,

We will have a Christmas party on Friday Dec. 18. It will be at our house (123 King St.) at 7:00pm. Please come.

Your friends,
Sara and Joel

R.S.V.P. by email

● Use the invitation to answer the questions.

1. Who is giving the party?
2. What kind of party is it?
3. What date will the party be held?
4. Where will the party take place?
5. What time should you arrive?
6. Write the address.
7. Write the greeting.
8. Write the closing.