



Correspondence Bites

Sample Invitation 1

Birthday Party

Subject: You're Invited to My Birthday Party!

Dear Anna,

I'd like to invite you to my birthday party on **Saturday, August 16**, at **6:00 p.m.**

The party will be held at **my house, 245 Oak Street.**

Dinner, music, and games will be provided.

Please RSVP by **August 10.**

I hope you can join us!

Best,

Zara

Sample Invitation 2

Dinner Invitation

Subject: Dinner at Our Place

Hello Michael,

We'd love to invite you to dinner at our home on **Friday, September 5**, at **7:00 p.m.**

We'll be serving Italian food, and we'd really enjoy spending the evening together.

Please let us know if you'll be able to come.

Looking forward to seeing you!

Best,

Zara



Sample Invitation 3

Wedding Invitation

Subject: Wedding Invitation

Dear Emily,

We are delighted to invite you to celebrate our wedding on **Saturday, October 18**, at **3:00 p.m.**

The ceremony will take place at **St. Andrew's Church**, followed by a reception at **The Grand Ballroom**.

Formal attire is requested.

Please RSVP by **September 20**.

We hope you can celebrate this special day with us.

Warm regards,

Zara & David

Notice how these three examples increase in complexity:

1. **Birthday** – casual invitation between friends.
2. **Dinner** – semi-formal, showing natural conversational English.
3. **Wedding** – formal invitation with RSVP, dress code, ceremony, and reception.

Why this invitation works

- Clear subject line
- Friendly greeting
- The purpose is immediately clear
- All essential information is included
- The tone matches the relationship
- The invitation is polite but concise.
- The reader knows exactly how to respond
- Appropriate closing.



