

Name: _____

Date: _____

Writing an Invitation Email

Birthday Party!

Invite your friend, Tim to your birthday party!

In your email, include

- date, time, venue
- planned activities
- what to bring



Birthday party hope to see you play games and have pizza

St. Paul's Hall Ellen next Saturday ellen@gmail.com 7pm

To: timwong@email.com

From: _____

Subject: _____ 

[G] Dear Tim,

[O] Hi! How are you? I hope you are doing well.

[L] I am having a birthday party next week and I would love to
invite you!

[D] We will have the party on _____ ,

starting at _____ . It will be at _____.

[E] At the party, we will _____.

I really _____.

[N] Your friend,
