

Sender's Address

Closing

Subject

Date

Introduction

Receiver's Address

Hi Aliya,

With love,

Body

Dear Madam,

No. 22, Jalan Cempaka 7,
Bandar Hang Jebat
75300 Ayer Keroh,
Melaka.

14 December 2020

Greetings

How are you? I hope you are doing great. I am writing to tell you about my plans for my upcoming birthday party, and I really hope you can join us! ←

The party will be held at my house next Saturday at 4 p.m. I am planning a small celebration with some of our classmates. We will play games, decorate cupcakes, and take lots of photos. My mother is also preparing your favourite spaghetti, so make sure you come hungry! ←

I'm most excited about the treasure hunt we are setting up in the backyard. Please let me know if you can make it. It wouldn't be the same without you there. ←

Regards & Signature

Mira