

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



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 _____  17 ,
starting at _____  . It will be at _____ .

[E] At the party, we will _____ .

I really _____ .

[N] Your friend,
