

NAME: _____ GROUP: _____ DATE: _____

Writing a formal letter of invitation



Read the lines and put the sentences in the correct order to make a letter of invitation. Use numbers from 1 to 6.

Dear Matilda,

- ☐ Because of Anna's love of fireworks, there will be fireworks in the backyard at 11 p.m.
- ☐ Anna will be so happy to see you there and we think it will be a wonderful evening.
- ☐ I am writing to invite you to a surprise party at The Thorn Hotel on Saturday September 17.
- ☐ Please respond to me on lisagreen@uknet.com by September 1, indicating if you would like the vegetarian menu.
- ☐ The party starts at 7:30 p.m. and ends at midnight. There will be a three-course dinner at 8 p.m.
- ☐ We are getting together to celebrate my sister's 21st birthday and we hope you will be able to attend.

Best wishes,

Lisa Green

Rewrite the letter in the correct order.

Dear Matilda,

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Best wishes,

Lisa Green

