

Sample

Write a letter to your friend inviting him/her to join your birthday party.

To

Amit

DEF Colony

Mumbai

Date : 29 - 11 - 2020

Hello Amit,

Hope you are in good health. I am also fit and fine by the blessings of God. I guess you already know that my birthday is on this coming Monday, that is, on 2nd December.

So, I am writing this letter to you to invite you in my birthday celebration. My mom and dad have decided to organize a party for my birthday. I will be very happy if you join with us in this celebration. I hope for your presence on this day.

No more today. Convey my salam to your parents . Write me soon.

Your friend

XYZ

For practise : Write a letter to your friend inviting him/her to spend a weekend with you

Write a letter to your friend inviting him/her to join the wedding ceremony of your elder sister.