**INVITATION LETTER FOR PARTY**

An invitation is a requesting action to tempt someone to do something and an invitation letter is basically requesting someone to make their presence in the organized occasion and event.An invitation letter can be formal and informal as well depending on the event taking place.There are two types of invitation letter and it is important to know the differences between the two and some set of rules to follow before writing,the first one is an invitation letter for official purpose and another one is for unofficial purpose .

An invitation letter for party is can be official and unofficial as well as no one knows what kind of party it is?It can be an office party or can be a family get together,therefore what matters is that an individual must respect the voice of tone used in a letter.

**Why to write an invitation letter?**

There are many ways to invite people in an occasion.

* Most primarily a verbal invitation to the person which is not a successful source anymore to invite.As we all know,the time and venue is the two basic pillar in which an event is standing,in verbal inviation people who are busy in their compwtitve world used to generally foget about the occasion they are verbally invited for and missed it.
* Invitation through writing letter is proves to be one of the kind gesture in our society .Even that written note is everything for them as it has its own quality as the name of the invitee and the name of the person to whom you are inviting ,the correct date and venue of the occasion so that their should be no confusion and misunderstanding occurred which can be faced in a verbal invitation.Everyone can get the written letter no matter the person active on social media or not.
* Invitation through social media,Now in a internet freaking days we can invite people through whatsapp,Instagram,mail and many more

**Points to be remember while writing an invitation letter for party:**

* Firstly ,you must know about the purpose of throwing a party so that you can arrange a gift or whatever according to that.
* The theme of the party so that you can dressed up accordingly and not look like out of the box.
* You should also know the person who is invited you to make the decision either you are going or not.
* Most importantly the time,date and venue of the party.
* RSVP instructions.

By taking care of above points here I am framing an example of an inviation letter for party for your reference.

Johnny Dey  
Purchase Officer  
XYZ Corporation  
#12, May mayhattan Street  
London City

Dear Johnny  
With warm welcome,We would like to invite you in our company party which will be held at RSE Hotel on 14th FEB , 2016.The company is throwing a party for the successful 50yrs of the company in the market,the party will take place from the 8pm onwards and end in the 12:00am. We have even organised several games and group clubs , starts with some stage shows and performances. starters, dinner, and snacks will be served accordingly. Because of this, we encourage you to come early as possible by 9pm at the hotel reception.the theme of the party is vintage so dressed up accordingly.

This event is organized as a get together in among employees of XYZ Corporation. Moreover, this party is another way to reward all of you for your contribution and great job you are doing recently. The aim of the company is to bring us together for a strong bond and achieve more in the upcoming goals.

However, the party is for staff only and later on we,ll arrange one more party for your family as well.

For further questions and confirmation, you may contact Smith at 0033-3393939392. You can also email her to abc@xyzcorp.com for more inquiries. Please confirm your attendance on or before March 15, 2017.

We would like to appreciate your presence in the party. We are excited to see you in the venue.

Thank you.

Sincerely,

Charley hage  
HR Manager  
XYZ Corporation

Conclusion