

To,

[Name of the recipient]

[Address of the recipient]

[Date]

Sub: Dinner invitation email

Dear [mention the name of your friend],

On the joyous occasion of [mention the name of your child] standing first in the entire school in his or her [mention the standard], I and my wife have organized a grand dinner party at [mention the venue] on [mention the date] at [mention the time] and we have invited some of our close friends and family members. On this day, we are expecting you too.

Yes, we know that you live in [mention the city] now but without you the party will remain incomplete. You have been a mutual friend of [mention your wife] and me ever since our college days and you have always been there for us, rooting for our love and standing beside us in every problem. After we got married and [mention the name of your child] was born, you moved to [mention the location] and we never got to see you again.

We have been sending you mails after that, but you hardly reached us back, giving short responses. We understand you are busy but please take some time out of your busy schedule and attend this party. [Mention the name of your child] will be so excited to see you. He or she has heard so much about you and wants to meet you in person. He or she often asks us about you and is hoping the most to see you at this dinner party.

We would have been really happy if you could arrive a few days before, after all, there is so much to talk about, but it's okay if you can't make that much time. Please do come on [mention the date]. All of us will be waiting for you.

By the way, there is no need to bring any sort of gift. [Mention the name of your child] as well as us, we will be happy just with your presence.

Don't disappoint him or her at least, please.

Yours sincerely,

[Mention your name]