

CHRISTMAS PARTY INVITATION LETTER

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Introduction

A Christmas party invitation letter must express a tone of happiness and excitement. While one is preparing to host a Christmas party, the most important thing he has to keep in mind is to make a proper invitation. The invitation is a window to the party that allows the guests to know the kind of party in which they are invited. The Christmas party can be a very formal one or a highly casual one. Depending on that the writing styles of the invitation letters should be different.

Christmas party invitation letter Tips

Tips to write a Christmas party invitation

- The first and the foremost rule which everyone should follow while preparing an invitation is to make it simple and yet attractive. It should not look complex that the guests are not able to understand what it says.
- It should be made sure that the occasion that is Christmas should be reflected in the invitation. It should not be like an ordinary invitation. Some accessories like the bells, ribbons, small gifts must be attached to the invitation letter which would reflect that the letter is dedicated only for Christmas party invitation.
- The letter should contain all the details that a guest is required to know such as the time, date and the venue of the party must be mentioned clearly in the letter. The name of the host should be clearly mentioned. One can also provide a map if the party is in a location that not many people have heard about.

Sample Christmas party invitation letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: invitation letter for a Christmas party

Dear Mr. / Mrs.

Like every year this year also we are organizing a Christmas party. I am inviting all of you to this grand party that will be held at xyz on abc at pqr. Like every year it is expected that all of you will come and enjoy the party to the fullest.

I will be very much glad if you come along with your parents. I hope you can convince them and come as early as possible to the party.

I hope that you are definitely coming just like every year. Wish you a merry Christmas.

Thanking You,

Yours truly

Name and Signature

Christmas party invitation letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: letter of invitation for a Christmas party

Dear _____ (name of the receiver)

It's really an honor for me to invite you to attend our Christmas party on _____ (date of the party) at _____ (venue of the party) and the timings would be _____ (timing of the party) onwards. Its' Christmas time and I cannot wait to see you.

Please do come with your parents. Their presence in the party is a must.

Thanking You,

Yours truly

Name and Signature

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