Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

We at [Company Name] are inviting you to celebrate with us the birthday of our Managing director Mr. Meezo on the 21st April 2019. The birthday celebrations will be held at the company premises at 6:00 p.m. sharp.

You along with your family members are invited to grace the 50th birthday celebrations of our Managing Director. We intend to organize a grand event in his honor. It is a humble request to all the employees from the MD that no one please bring gifts for him on this occasion. All we need is your kind presence. Hope to see you at the birthday.

Sincerely,

Your Name