TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Thank You Letter

Dear **[NAME]**

Thank you for inviting us to your son’s birthday party. All of us will be delighted to come.**[DESCRIBE IN YOUR WORDS]**. The kids always enjoy birthday parties at your place. We remember the party last year. We really had a lot of fun back then. **[CORDIALLY DESCRIBE YOUR GREETINGS]**.

I would like to thank you for inviting us over and making us a part of such a beautiful evening.**[FOCUS ON YOUR GRATITUDE’S]**. We have always found you both to be amazing hosts and would certainly be there for your son’s special day to bless and wish him. **[EXPLAIN YOUR APPRECIATION]**.

Looking forward to spending a memorable evening together.

Take Care,

**[MRS. AND MR. NAME].**