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]**

To Whom This May Concern,

Hello, I hope you are doing well. I am writing this letter to thank you for inviting me to **[WRITE THE NAME OF THE PERSON]**  birthday party. I am glad to be invited and be a part of such a joyous event. Thank you for allowing me to join you in this special celebration. I will make sure to attend the party on **[DATE]** at **[WRITE THE TIME OF THE EVENT]**.

I would like to know if this is a themed party. If so, please let me know the theme of the party so that I can make the necessary arrangements. Further, I extend my help to you in any way. Please let me know if you need any help with the organization of the party as I would be happy to help.

I am eager to attend the birthday party and share happiness and joy with you and your family. I am looking forward to celebrating this day and be a part of your memorable celebration.

Yours Lovingly,