October 13, 2016

Dear

To thank you for your continued service, we would like to extend an invitation to you to attend a party on December 13, 2016. In order to RSVP, please contact us at our main office by either calling (847) 555-2434 or sending an email to attendance@library.org.

We hope to see you there!

Sincerely,

Jack Bauer, Director