[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/ Postal Code

**RE: INVITATION TO RETIREMENT PARTY**

Dear [CONTACT NAME],

We cordially invite you to be present at a party given in honour of [INDIVIDUAL], on [HIS/HER] retirement from [NAME OF COMPANY].  
  
This party will be held at [LOCATION], on [DATE], at [TIME].   
  
Be prepared to eat, drink, dance and share in this tribute to a fine individual.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]