SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

We would like to extend an open invitation to all residents of Carlton Street to the annual street party. Those long time residents will know that every July everyone gets together to have some serious summer fun. This year's event has been scheduled for the evening of Friday, July 16. I know that there are many new residents this year, and it would be a good chance for everyone to get to know each other.  
  
James Roberts will be this year's master of ceremonies and will also be the subject of the Carlton Street Roast. I know I for one of some insults ready, for those that can remember his hideous decorations last Christmas I am sure you know he deserves each and every one of them.  
  
If you could phone Sarah Jones on 887-3983 to pick a food arrangement, it would be appreciated. We hope to see everyone there.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -