to: email of receiver

from: email of sender

Subject: Socila event

Dear friend

I hope this letter finds you and your family in the best of health and spirits. We have planned a get together for the members of our old class. Kindly make yourself available for it.

The get together is on \_\_\_\_\_\_\_\_\_ (date) in the school premises. We choose school itself because it will be great to see all the peoples back together at the same place where they used to play, study and live together years ago. It will be humbling experience to remember your old school days. School days are the best days of anyone’s life. It will be nice to get nostalgic.

We have invited some teachers also. Kindly be there to make it memorable one.

Yours loving

Name