

THEORY:

## WRITING FORMAL LETTERS OF INVITATION

### Characteristics

- 1. Intial greeting:** Dear Mr Smith ( Name of the reader of the letter.
- 2. Reasons for writing:** Say what your invitation is for and why.
- 3. Giving information:** Give more details about the event.
- 4. Adding more specific information:** Say what the event will be like
- 5. Closing:** I look forward to hearing from you
- 6. Final greeting:** Best wishes
- 7. Signature:** Name of the writer of the letter

ING-2 ESO A1 & A2

PRACTICE:

### 1) Read the text and follow the model

Dear Mrs Turner,

I'm writing to invite you to the year 11 art show at the Town Hall on Friday 14<sup>th</sup> June.

The show starts at 5 p.m. and it finishes at 8 p.m.. We have got some talented students and I think you will enjoy it. Tickets are 3 pounds and all the paintings, drawings and cards are for sale. We are going to donate all the money to charity.

Due to parking restrictions in the town centre, we are asking people not to drive. Because of this, we are going to book a shuttle bus to travel between the school and the Town Hall every 15 minutes.

We hope you can come because it will be a great event. Please respond to me on [eva.jackson@RHSchool.org](mailto:eva.jackson@RHSchool.org) by 1<sup>st</sup> June.

I look forward to hearing from you.

Best wishes,

Eva Jackson

### 2) Write a formal letter of invitation for your birthday party at a restaurant.