**Personal Invitation Letter to Friend**

To,

Robert Mathews

A-45, second floor, Sunrise towers,

Markson Avenue, New York

USA

Date: 5th May 2014

Subject: inviting you to the funeral of my beloved father

Dear Robert,

My heart is filled with grief as I write this letter to you to invite you to the funeral ceremony of my beloved father who passed away two days ago. As you already know, he was suffering from cancer for the last 8 months and wasn’t showing any improvements in the past few weeks. He passed away in his sleep and this has created a wave of sadness among all of us. We have organized a funeral to bid him goodbye on 7th May 2014 at the Joseph Funeral spot in New York and would love for you to be a part of it.

My father was a respected and loved individual and he would have loved if all of his friends and family members came together to send him off one last time. Please be present at the location at 8 am in the morning. Your presence will be of a lot of support to me and my family.

Thanking you