**Annual Staff Party Invitation Letter**

Daniel Liza  
Customer Relationship Officer  
ABC Corporation  
11, Wilbur Street  
New York

Dear Ms. Liza,

This is a personal invitation to all employees of ABC Corporation for the annual employee holiday party. It will be held at XYZ Hotel from 8:00 to 10:00pm on Tuesday, March 19, 2013.

The party will be attended by the top management and board of directors of the company. They would be addressing the party in order to express their sincere appreciation for your hard-work and generous input into the overall success and development of the organization. We believe that this annual staff party may offer you with a wonderful opportunity to get acquainted with the business elites.

As it an organizational event, you are requested to dress formally and make sure not to bring in family members.

Please make sure to inform Mr. John Mathew till Friday, March 15, 2013 in case if you are unable to attend the party. You can email him at Mathew.john22@abc.com or call at 0022-2282929292.

We hope you would be able to join us on this great yearly occasion and looking forward to meet you in the venue.

Best Regards,

Mario Roadmen,  
HR Officer  
ABC Corporation