Dear [Recipient],

Keeping the tradition of organizing annual Thanksgiving parties, we, the Richards, are, yet again, wholeheartedly inviting you to our residence for the Thanksgiving Dinner. The party will start at 7 pm sharp and will continue till 10 pm at 1234, Barkley St, as you are familiar with the complete address already. We appreciate you bringing your children, for we have arranged a couple of activities to keep them entertained. Moreover, a professional nanny is also hired for the night for our respectable guests’ convenience. Please make sure you adhere to the timings and prevent any inconvenience to everyone.

Looking forward,  
Richards