Date:

To

[The Recipient]

I hope all is well with you all. Like every year, this year too, I and my wife are throwing a Halloween party at my place [x] address on 31st October 20xx. We invite you all to join us on this scary night. The details of the party are as follows:

Venue: [X] my place  
Date: 31st October 20xx  
Day: Wednesday  
Time: 8:00 pm- 2am

It’s a theme-based party. The venue will be considered a cemetery and all of us will be ghouls and witches. So, grab a broom or a magical flying party but do come to enjoy and celebrate with us. Carrying your own carved pumpkin is a must and will be considered as a token for your entry. The best-carved pumpkin owner will be given a special prize at the end of the party. There are some more fun activities like trick or treat for children and tombola segment for adults.

Barbeque will be served in dinner, but all the desserts will be served in monstrous style (monster’s eye is one of the specials). Don’t miss all the fun! Kindly call us on my number [x] or on my wife’s number [x] to get your name on the guest list. If your name is not on the list, unfortunately, you will not be entertained. So, get yourself on the list on or before 27th October 20xx so we may get some arrangements done in advance for you.

Moreover, the registration is free of cost you just need to give us a call and that’s it. If you are still confused or have a query regarding the party, venue, theme, or anything else, please do not hesitate to contact us on the numbers mentioned above.

We look forward to welcoming you all. As always, it is an honor to meet and serve you all. Let’s be wicked and celebrate this Halloween in a ghostly demeanor! See you all at the scariest party ever!

Witchy Regards,