

Your address

Date

Dear...

Introduction to why you are writing

Mention 2-3 things that went well at the party and describe them. Some examples are listed below:

- The food
- The positive atmosphere created and mood of people
- The activities and entertainment
- Seeing all your friends and family.

Write a final couple of sentences summarising how well it went and saying goodbye to your friend.

Best wishes/With love/Kind regards...

Name

