

# You're Invited to a Surprise Farewell Party!

Dear [Recipient's Name],

We are throwing a surprise farewell party for [Honoree's Name] and you are invited to join us in making it a memorable send-off!

## Details of the Party:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue/Address]

**RSVP:** Please let us know by [RSVP Date] if you can make it. Email: [Insert Email] or call [Insert Phone Number].

Shhh! This is a surprise! Please arrive 15 minutes early to help us keep it a secret.

We hope to see you there!

Warm regards,  
[Your Name]