«Title»

Dear «First\_Name» «Last\_Name»,

You are warmly invited to celebrate my birthday with me in «State» ! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

**Event:** «Title»  
**Venue:** «State»  
**Date:** «Date»  
Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at «Email\_Address».

Best regards,  
Old friend