

Formal letter for a surprise party

Subject: Shh! It's a Surprise Party for [Name]!

Dear [Recipient Name],

We are organizing a surprise birthday party for [Name] on [Date] at [Time] at [Venue]. Please arrive 15 minutes early and keep this a secret!

Your presence is important to make this a memorable celebration. Kindly RSVP by [RSVP Date].

Sincerely,

[Your Name]

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