Dear Mandy,

We will be spending the holiday season in our family ranch and there will be a Christmas party on Christmas day with the whole family and close friends.

You have been my dearest friend for so long and I feel that you are the first that I should invite in this family event. You have been with us so much that you are already considered a part of the family. I am sure that we will have a great time together as always, and I look forward to seeing you.

I will also be introducing you to some of my close relatives which you have not yet met. They are all eager to meet you in person. Should you have any problems concerning your trip here, feel free to ask me anytime. You know I am always willing to help you in any way I can.

Your Friend,

Ashley