27th April, 2007.

Dear John,

As I leave Alpha Bright Company I would like to invite you and some colleagues to a party I have organized.  I will be very happy if you can make it convenient to come over on 28th April to Waterfront Hotel at 8.00 P.M.

I will also take this opportunity to thank you for all the help and support you offered me during my tenure here.

I will forward my new contact details once I settle in the new workplace.  But, first, let’s meet up tomorrow and have a great time recounting old memories and enjoy.

See you then,

Best Wishes,

George Wilson