Dear Isabelle,

I would like to invite you to my wedding shower next week – September 28, 2010. As you know, my wedding is on October 8, and I would like my close friends to celebrate my last few weeks of being single with me.

Some of other friends are coming over, and I expect you to be there as well. The party will start at 9 p.m., and will end until we get tired of partying.

Should there be any conflict on your schedule, please tell me right away to I would not have to expect you in that special event. I hope you can still make it despite your busy schedule.

Thank you and I hope to see you there.

Regards,

Arlene