

Professional Formal Invitation

Subject: Invitation to Our Annual Office Christmas Party

Dear Team,

We are delighted to invite you to our Annual Office Christmas Party on [Date] at [Time]. The event will be held at [Venue], and we look forward to celebrating the holiday season together.

Please RSVP by [RSVP Date] to confirm your attendance. We have planned an evening filled with festive cheer, entertainment, and refreshments.

We hope to see you all there to share the joy and festivities.

Warm regards,

[Organizer Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/christmas-party-invitation-letter>