[Name of the recipient],

[Address of the recipient],

[Date],

Subject: Invitation Letter for Farewell Party

Dear Sir/ Madam,

I am [Sender Name] and I am writing this letter on behalf of [mention Department Name], to invite our seniors of the batch [mention the Batch] for a farewell party. We have arranged a farewell party to honor the end of your academic journey on [mention the Date] from [mention Timings] at [mention Venue].

At this party the theme will be [mention the details of the Theme, if any, or just skip that part]. I hope that together, we will enjoy this party a lot and it will remain memorable for you as well. We will be eagerly waiting for your precious presence.

With Regards

Yours Sincerely

[Name of the sender]