

E-Mail

Name:

Date:



Ashley Lee

Invitation to Office Party

To: allstaff@school.com

Dear all,

I would like to invite you to our annual office party on Friday, June 25th at 6 p.m. at the Sunnyview restaurant. The theme this year is "Summer Celebration," so feel free to wear your favorite summer outfit!

Join us for an evening of games, dancing and a delicious buffet dinner including vegetarian options. There will also be a special cocktail available for purchase at the bar.

If you are interested in attending, please RSVP to this email by June 18th and let us know if you have any dietary restrictions.

We are excited to celebrate with you all and hope to see you there!

Best regards,

Ashley Lee

Teacher's Assistant

True or False?

The invitation is to a school party.

True False

The party is on Saturday, June 25th.

True False

The theme of the party is Winter Wonderland.

True False

There will be vegetarian options for dinner.

True False

The cocktail at the bar is complimentary.

True False

RSVPs are not required to attend the party.

True False