

**SAMPLE Letter to be personalized or edited, for “client appreciation” guest invitations**

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Dear \_\_\_\_\_:

I have to apologize!!!

I had an experience recently that compelled me to write to you and *APOLOGIZE* for not keeping in closer contact since we last worked together. As a member of PATCA (Professional and Technical Consultants Association), a group of consulting friends and I were discussing previous projects we worked on in the past. During this discussion, we realized that a bunch of us had NOT been keeping in contact with our past clients and friends in the way that we would like to.

In order to fix this, we have decided to “throw a party”, and invite our best clients, and closest friends to join us in welcoming in the New Year. The **party will be a “Kick Off the New Year Mixer” at Michael’s at Shoreline on Thursday, January 27, 2005 (Michael’s is located at 2960 Shoreline Blvd., Mountain View CA 94043, 650-962-1014)**. The event will run from 6:00 pm until 9:00 p.m. and will include wine tasting, hors d’oeuvres, and door prize raffles. and a short talk on the “Economic and Hiring Outlook for 2005” In addition, to the speaker we will have wine tasting from Silver Mountain Wines, Music from the Magnolia Jazz band, Chair Massages, Fine Tea tasting, Chocolate tasting, and a no-host beer bar. An invitation flyer is also attached.

**I would very much like to invite you**, to attend as my guest along with your significant other, and any team members from the project we worked on together. I will give you a call in the next week or so to catch up with you and develop a “head count” for the party.

I have included two tickets each good for entrance to the mixer the Silver Mountain wine tasting.

I do hope you can make it, and look forward to catching up with you at the event.

Sincerely,

Don Wapenski

P.S. If you can come to the event, please bring your day planner or PDA so we can set aside time for a lunch get together in February or March.