Address

Date

Dear friend,

**RE: Subject Matter**

Thank you so much for inviting the residents of name of home/ward into your school to share a school dinner with you.

Names of residents/patients really enjoyed themselves and have been talking about their time with you all week.

Over the Easter holidays if you would like to come to us for lunch, either at 12:30pm or at 5:30pm, then do let us know by either calling telephone number and speaking to the assistant manager or myself.

The residents would love to see you again and have asked if they can host a meal for you and your family.

We look forward to hearing from you and hope you enjoy the Easter holidays.

Best wishes,

Name

Title