**Included:**

Introduction

Accept an Informal Invitation to the Social Event Tips

Sample Accept an Informal Invitation to the Social Event

Accept an Informal Invitation to the Social Event Template

Accept an Informal Invitation to the Social Event

Letters.org

**Introduction**

An informal invitation letter to a social event should be precise and to the point. It should deliver a message of enthusiasm and thankfulness for the invitation. One can clear all the doubts of the event to which he/she is invited to and can confirm the other details like date, time and venue of the event to avoid any kind of confusion through this letter. The letter should be written in such a way such that the receiver should realize the excitement level of the sender about the event.

**Accept an Informal Invitation to the Social Event Tips**

Some tips to write an informal invitation acceptance letter

* The letter should be opened with a note of thanks for the invitation and the sender’s confirmation that he is going to attend the event.
* The sender should express his expectation about the success of the event
* The sender may also ask for further clarification of the details such as the date, time and venue of the event.

Sample Accept an Informal Invitation to the Social Event

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Letter of acceptance of an invitation to any social event

Dear XYZ,

I am very much glad to accept your prestigious invitation to the ABC reception at PQR gardens, D city on DEF. I will be surely attending this event. I would really enjoy spending time with you at these kinds of events. It’s been always fun partying with you.

I have chosen the appropriate costume according to the dress code. Make sure that I will be reaching there by 7pm as mentioned by you in the letter.

I once again thank you for inviting me to attend this prestigious event. I feel very much excited to attend this program.

Thanking You

Yours truly,

Name and Signature

# Accept an Informal Invitation to the Social Event Template

# From,

# \_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_

# 

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Acceptance letter in response to an informal invitation

# Dear \_\_\_\_ (Sir or Madam),

# I would like very much to attend the \_\_\_\_\_\_\_\_\_ (name of the event) on\_\_\_\_\_\_\_\_\_ (date and time) at\_\_\_\_\_\_\_\_\_(name of the venue). I am very much excited about attending the event. It will be a great opportunity for me to enjoy an evening with you full of fun and celebration.No one organizes an event as you do.

# I feel very much happy to be included in such a memorable event. You please confirm the date and time of the event once more so that I can reach there as early as possible.

# I once again thank you for the invitation. I am eagerly waiting to see you.

# Thanking You

# Yours truly,

# Name and Signature

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org