

## ACCEPT AN INFORMAL INVITATION TO THE SOCIAL EVENT

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## 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

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