

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Address Line
City, State Zip Code

Re: Acceptance of Invitation to Social Event

Dear :

I am delighted to accept the invitation to the Annual Name of Social Event. I will bring a total of two guests. So, please make sure that adequate seating arrangements are made.

I look forward to seeing you there!

Sincerely,

N A M E