TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Thank You Letter

Dear **[NAME]**

**Before an Event:**

Dear **[NAME]**,

Thank you for inviting me to your housewarming party at **[ADDRESS]** on **[TIME AND DATE]**. I want to let you know that I’d be happy to attend this occasion with my family.

Sincerely,

**After an Event:**

Dear **[NAME]**,

Thank you for inviting me to your housewarming party. We had a great time meeting your family. We loved the food and the company. I’d like to reciprocate the gesture by inviting you to our home whenever you’re free.

Kind regards,