From,

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

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

Date (date on which letter is written)

To,

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

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

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It is with great pleasure that I write to appreciate you for invitation dated \_\_\_\_\_\_\_\_\_\_\_\_. Thank you for inviting me to attend \_\_\_\_\_\_\_\_\_\_\_\_ party. I am happy to meet you and your family under such joyous circumstances. Our families are close and I would like to maintain the good relationship.

Additionally I wish to inform you that I would like to attend the \_\_\_\_\_\_\_\_\_\_\_\_ party which is scheduled for \_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_ and the venue at \_\_\_\_\_\_\_\_\_\_\_\_. This will be a day of celebration that I would love to share with you and your family. I extend my help to you in any way that I can.

Kindly share with me the theme of the day so that I can make the necessary arrangements. Here is my email address \_\_\_\_\_\_\_\_\_\_\_\_ and mobile number \_\_\_\_\_\_\_\_\_\_\_\_ where you can reach me with updates or changes regarding this party.

I am eager to attend this \_\_\_\_\_\_\_\_\_\_\_\_party and share happiness with you and your family. I look forward to this beautiful and significant celebration.

Yours Sincerely,

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

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)