(Date of Letter)

(Name)
(Street Address)
(City, State and Zip Code)

Dear

Thank you for including me in your invitation to the (party, conference, meeting, etc.) on the day of (month/year) at o'clock .m. at (location). I will be able to attend and should arrive at o'clock. If there is anything you wish for me to bring to the (party, conference, meeting, etc.), please let me know when convenient.

Thank you again for the invitation, and thank you for thinking of $\ensuremath{\mathsf{me}}\xspace.$

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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