

(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  
me.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)