

Accepting and Declining Invitations

Formal and Informal

Responding to Invitations

- A formal reply is usually very short. It is brief and to the point. The quality of a good reply is that it must always be pleasant. Even while declining or expressing inability to attend one must be courteous. No need of unnecessary detail needed.
- An informal reply or private letter may, however, express personal feelings or desires in an intimate style and informal tone.

Main Characteristics

Formal Replies

- Acknowledge the invitation
- Express thanks in third person
- Mention acceptance/regret
- Specify the reason for refusal
- Be brief and specific
- Be formal in tone and treatment
- Do not exceed the word limit (50)

Formal Reply

Draft a formal reply accepting an invitation to be present on the occasion of the wedding of Samer S/O Mrs and Mr. Khan

Mrs and Mr Shafeeq thank Mrs and Mr Khan for inviting them on the wedding of their son on 15 May at their residence and assure them that they will be present on the occasion to wish the newly wed a very happy married life.

Mr. Shafeeq

5 may

You are Shezuka. You have been invited to participate in a seminar on 'Fundamental rights of Children' organized by the Literary Club of your district. Respond the invitation Acceptance and Denial

11, Doulat Road,

Lal Chowk

5 May 2010

The secretary

Literary Club, Srinagar

Sir,

Sub: Acceptance of Invitation

Thanks for your invitation for a seminar on 'Fundamental rights of Children', and your concern for the under-privileged children. I would like to utilize this opportunity to share my experience with other like-minded enthusiasts and experts.

I hereby confirm my participation in the seminar

Yours sincerely,

Shezuka

Inability to accept the invitation

Sir,

Sub: Inability to accept the invitation

Thank you very much for inviting me to participate in a seminar on 'Fundamental rights of Children'. I feel honoured and obliged. However, I shall not be able to accept your invitation due to some previous commitments which keep me confined to my place on that day.

Thanking you once again for your kind invitation.

Yours sincerely,

Barq

INFORMAL REPLIES



You are Yasir. You have been invited to attend the wedding of your friend's sister during summer vacation. Respond to the invitation, regretting your inability to attend it.

New Delhi

4 March, 2010

Dear Sameer,

Thank you for your cordial invitation on the occasion of your sister's wedding. * I, however, regret my inability to be with you on this happy occasion as we shall be leaving for Shimla for summer holidays on 1 May 2010. please excuse my absence.

Yours sincerely.

* I would like to confirm my participation.

looking forward to the momentous occasion.

With love,

Sameer.

Mr. Ajay Mathur

cordially invites you
for Dinner at 6pm at
TAJ PALACE

SP MARG ON 30TH JULY 2011
to celebrate his promotion as General Manager



THANKS