

Informal Invitations

Main Characteristics

- Informal invitations follow the pattern of ordinary personal letters. These letters are written to relatives, friends and acquaintances
 - These letters are first/second person presentations.
 - Personal feelings and emotions find an expression
 - The writer's address is given in the usual place
 - The salutation is usually 'Dear' plus 'name'
 - The date of writing is given, but the year is generally omitted
 - The style and the tone are relaxed and informal
 - Different tenses are used as the sense demands
 - The complimentary close is: 'Yours sincerely'

SAMPLE2 informal invitation

**write an invitation to your friend inviting him on the house-warming
ceremony of your newly constructed house**

3, BAMK

Sector 11

Srinagar

11th March 2010

Dear Amit,

I invite you at the house-warming-ceremony of our newly constructed house in BAMK. The ceremony will be followed by lunch at 11a.m.

Kindly do join us on this auspicious day. I'll introduce you to my parents and close relatives.

Yours sincerely,

Barq

Thanks