

(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)