

Invitations Writing & Replies



Definition- Invitations which are written/printed request for someone's presence /participation are extended/sent to relatives, friends, acquaintances, and clients on a number of social occasions such as farewell, get together, inaugurations, conferences, convocations, annual functions, sports function, marriages, births, engagements, deaths or other public functions. An invitation is a request to an individual to come or go somewhere, or to do something.

€ There are two types of invitations:-

Formal Invitation

It can be in the form of an invitation card/printed which is a formal way of inviting official people/chief guests/ personally unknown persons on formal occasions like weddings, receptions and other official parties writing in a standard & fixed format. But it is also sent to relatives, friends, acquaintances, etc. on social occasions.

◆ Informal Invitation ◆

It can be in the form of a note or a letter which is a more informal way of inviting somebody whom you know personally. They generally take the shape and form of personal letters. We use these to invite our friends, relatives and dear ones with whom we have intimate, personal and friendly relations.

Like the invitations, replies to invitations also may be:

Formal Replies to Invitations

The reply to the formal invitation is written in the layout of formal invitation.

Informal Replies to Invitations

An informal reply or private letter express personal feeling in a personal style with informal tone.

Handwritten signature

£Marking Scheme according to CBSE guidelines£

3-4 Marks Distribution:-

Format- Layout {Letter or Card}

1 Mark

Content- All relevant details

1-2 Marks

Expression- spellings, use of personal pronoun
& grammar accuracy

1 Mark

✂ Formal Invitation Writing ✂

Tips/Points to keep in mind while drafting Formal Invitation-

Keep it in a box/ in form of a printed card and strictly follow the prescribed word limit i.e. 50 words.

It is a single sentence presentation, so provide each information in a separate line

You need to vary the font to show the differences.

Should be written in third/second person not in first person.

Use the Simple Present Tense.

Don't put the signature of inviting party.

Don't mention the date of writing invitation.

Language & tone should be polite and courteous.

It should answer to the 5Ws: ✂WHAT- The occasion ✂ WHEN- Date and time ✂ WHERE- Venue ✂ WHO- Name of the host ✂ WHOM- Name of the person being invited

Address of host should be written at bottom on LHS with RSVP (Repondez s'il Vous plait) which means "Respond if it pleases you"

You can use inline commas but avoid end line punctuation.

Important information should be in block letters.

Avoid use of abbreviations for the names of guests, days, dates etc. except RSVP.

Suggested Value Points to be included in a Formal Invitation

- @ *Name(s) of the Host(s)*
- @ *Standard expression*
- @ *Purpose of the invitation*
- @ *Name of the honouree*
- @ *Day, date and time of the event*
- @ *Name of the place location*
- @ *RSVP*
- @ *Complete address of the host with Telephone/mobile No.*
- @ *Complimentary close of wishes and compliments parallel to the address.*

◆ Format & Method of Formal Invitation:-

Ψ Write down the name of host in the first line at centre-

Example- Mr. & Mrs Sharma (For wedding), Mr. Rohitash Bhunkar

Ψ In second line use one of these standard expressions for inviting guest-

- *request your pleasure presence*
- *cordially invite you to*
- *solicit your benign presence/company*
- *request your kind company*
- *solicit/seek your gracious presence*
- *cordially request the honour of your presence*
- *invite you to join*

Ψ Mention the function/special occasion/event or purpose for which invitation is being drafted.

For ex-

- \$ on the grand/auspicious occasion*
- \$ grand birthday party of their son/daughter*
- \$ on the superannuation function of my dad/mom*
- \$ an awards ceremony*

Ψ In next line write the name of honouree (birthday boy, groom, bride) in capital letters at centre. If invitation is drafted on wedding then include the name of Bride/ Groom along with his/her parents' name in bracket.

For ex-

THOMAS

with

ANISHA

(Mr. & Mrs. Lohavat)

Ψ Then mention date, timing & venue of the function with complete address and any other relevant details like Departure/ Arrival/ Grand Feast.

For ex- 1

on Monday, 7th March 2020

at Kohinor Palace, C-Scheme

on 25th January 20XX

from 8:00 am to 11: 30 am

in school auditorium

For ex- 1

@ Date: 16th July 2020

@ Time: 8: pm

@ Venue : Umrao Jan Hotel, Nehru Nagar, Churu

Ψ In next line from LHS write down complete address of host with contact number under the acronym RSVP-

For ex-

RSVP

Sumer Singh Khatana

C-34, Sundar Nagar, USA

3245XXXXXX

Ψ At last you can use the phrase “best wishes/compliments” and from + Caste name + family at RHS just opposite to the address of host-

Ex-

With Best Wishes

Khatana Family

h3y

format

Name of the host

Standard expression

Purpose of the invitation

Name of the honouree

Day, date and time of the event

Name of the place, location with complete address

RSVP (Respond if it pleases you)

Address with Mobile number of the host

Wishes

Sample Question 1. You are Faiz/Falak Mazumdar living at 39, Udampur Colony, Shimla. You decide to hold a dinner party to congratulate your grandparents on their golden wedding anniversary. Draft a formal invitation in not more than 50 words to all family members to attend a grand dinner at home.

Answer:

Falak Mazumdar

request the pleasure of your benign presence

on the auspicious occasion of the

GOLDEN WEDDING ANNIVERSARY

Of His/her Grandparents

At his/her residence

At 8:30 pm

On 18 MARCH, 20XX

R.S.V.P.

Falak Mazumdar

39, Udampur Colony, Shimla

8100XXXXXX

With Best Wishes

Mazumdar Family

Question.2 On 30th November your school is going to hold its Annual Sports Day. You want Mr Dhanraj Pillai, a noted hockey player to give away the prizes to the budding sportspersons of the school. Write a formal invitation in about 50 words requesting him to grace the occasion. You are Karuna/Karan, Sports Secretary, Sunrise Global School, Agra. (4 marks) [CBSE (AT) 2016]

Answer:

The Principal, Staff and Students of Sunrise Global School
cordially invite

Mr Dhanraj Pillai

*to grace us on our Annual Sports Day and
give away the prizes to the budding sportspersons*

Venue: School Ground

Time: 10 a.m.

Date: 30th November, 20XX

R.S.V.P.

Karuna

Sports Secretary

Sunrise Global School Agra

9543210671

Hosts	The Principal, Staff and Students
Name of institution	Sacred Heart Convent School, McLeod Ganj
Occasion	request the pleasure of your company on the occasion of The Annual Function of the school
Date, Time, Venue	at 5.00 p.m. on 5 September 20XX in the School Auditorium
Chief Guest	Sh. J.D. Dhiman Education Minister, Himachal Pradesh has kindly consented to be the Chief Guest and give away the prizes.
Contact details	R.S.V.P. Principal Sacred Heart Convent School McLeod Ganj
Special instructions/dress code, etc.	Please do not carry mobile phones to the auditorium.

Mr & Mrs K.S. Bhardwaj request the pleasure of your company on the auspicious occasion of the	
MARRIAGE	
of their daughter NIVEDITA	
with AKHILESH	
(S/o Mr & Mrs S.M. Joshi of Nainital)	
on FRIDAY, THE 25TH MAY, 20XX	
at HOTEL KUNAL, NEW DELHI	
PROGRAMME	
Friday, the 25th May, 20XX	
Reception of Barat	8.00 p.m.
Dinner	9.00 p.m.
Wedding Ceremony	11.00 p.m.
Saturday, 26th May, 20XX	
Doli	5.00 a.m.
With best compliments from	
All Relatives & Friends	
RSVP Bhardwaj Chemicals, Faridabad Nive Cosmetics, New Delhi Phones: 25126457, 24752485	

Question.3 Sunrise Global School, Agra is going to organise a one-act play competition in the school auditorium. You have decided to invite noted stage artiste, Nalini to grace the occasion. Draft a formal invitation for her in about 50 words. You are Karuna/Karan, Cultural Secretary. (4 marks) [CBSE Delhi 2016]

Answer:

The Cultural Club Sunshine Global School
solicit your presence

Padmashri Ms. Nalini (Danseuse)
to grace the “TAGORE WEEK Celebrations”
“One Act Play Competition”
Venue: School auditorium

Time: 10 a.m
Date: 3 April, 20XX

R.S.V.P.
Karuna
Cultural Secretary
Sunshine Global School Agra.
984XXXX001

MR & MRS RAJ KARAN
request the pleasure of your benign presence
on the auspicious occasion of the
FIFTH BIRTH ANNIVERSARY
of
their son

NIKHIL

at their residence
38, Kamal Kunj, Varanasi
at 4.30 p.m.
on
28TH DECEMBER, 20XX

R.S.V.P.
Mr & Mrs Raj Karan
Phone: 25234761

Mrs. & Mr. U.R. Mediratta
Requested the pleasure of the company of
Mrs. AND Mr. R.. MITTAL
At the marriage of their daughter

SUMAN

Weds

ARUN

(S/o Mrs & Mr. C.R. Seth o Kapurthala)

at

9 p.m. on Sunday, 5th July 200...

at their residence

F-227, Mansarovar Garden, New Delhi

Programme:
Reception of Barat ... 8 p.m.
Dinner ... 9 p.m.
Doli ... 5 a.m.

R.S.V.P
All friends
and
Relative

Question 4. You are Dhruv/Deepa. Your father, Shri Dheeraj Garg of Gurugram wants you to draft an invitation to be sent to friends and relatives on the occasion of your elder sister's marriage. Prepare the invitation giving necessary details in not more than 50 words. (4 marks)

Mr and Mrs Dheeraj Garg
request the pleasure of your company
on the auspicious occasion of their daughter

KANIKA

With
KUNAL

(S/o Mr. and Mrs Amber Sharma, Gurugram)

On Saturday, February 22, 20XX

At Tivoli Gardens, Gurugram

Reception of Baraat: 8 p.m.

R.S.V.P.

Mr Dheeraj Garg

W-789, Madhav Colony, Jaipur

Contact no: 98xxxxxxxxxx

Best compliments from
All relatives and friends

Mrs & Mr N.K. Khanna request the pleasure
of your benign presence on the occasion of the Marriage of their daughter

Aditi

with

Mehul

(S/o Mr. & Mrs. Rajeev Arora, Chandigarh)

On 20th of October 20XX at 10 a.m.

Hotel Vikram

Lajpat Nagar, New Delhi

R.S.V.P.
N.K. Khanna
Ph. 9812115230

101, Kailash Colony, New Delhi,

The Management & Staff of

RACHNA SAGAR PVT. LTD.



*cordially seek
the pleasure of your inspiring presence
on the occasion of its Annual
Together with® CBSE Pariksha-20XX*



Award Ceremony in honour of

**TOP SCORING STUDENTS, DISTINGUISHED PRINCIPALS,
BEST SCHOOLS OF THE COUNTRY, TEACHERS AND AUTHORS**

on Saturday, May 12, 20XX at 4.00 p.m. at

SHAH AUDITORIUM

Raj Niwas Marg, Civil Lines, Near ISBT, Delhi

The Principal, Staff and the Students

of
D.A.V. Public School, Kasauli
request your benign presence on the auspicious occasion of

THE ANNUAL FUNCTION

of the school at 10 a.m. on 1 April, 20XX

Mr O P Chauhan, DM

will be the Chief Guest and will give away the prizes to the students.

R.S.V.P.

The Principal
DAV Public School, Kasauli, Ph.: 0524-853242651



M/s Elinae Fashions

*announces the opening of its new showroom
at*

**45, M-Block Mkt.,
Mayur Vihar-II, New Delhi**

Inauguration on 8 February, 20XX at 11 a.m.

by Ritu Sharma

All are cordially invited.

Inaugural discount of

15% on all purchases

R.S.V.P.
Elinae Shah

≈ Informal Invitation Writing ≈

Tips/Points to keep in mind while drafting Formal Invitation-

- ≈ They are written to friends, relatives and acquaintances.*
- ≈ They follow the pattern of ordinary personal informal letters.*
- ≈ They are written in first person avoiding use of third persons.*
- ≈ The style / tone is relaxed, personal, persuasive and informal.*
- ≈ Different tenses are used as per the demand.*
- ≈ The letter can be elaborative explaining the details of the event.*
- ≈ Date of writing the invitation is given.*
- ≈ The salutation, subscription, address on the top are the same, like in an informal letter.*
- ≈ Signature of inviting person is included.*
- ≈ Personal feelings and emotions find an expression.*

\$ Format & Method of writing Informal Invitation \$

◆ **SENDER'S ADDRESS-** Start with the address of sender at LHS.

For Ex-

**R-768, Rally Colony
Allahabad-112XXX**

◆ **DATE-** Then write the date on which the invitation is being written after leaving one line.

Ex-

25th September 2020

◆ **RECEIVER'S ADDRESS(OPTIONAL)-** Mention the address of addressee/ recipient after leaving one line.

Ex-

**The Chief Minister
Racing Course, Trimurty
Jaipur**

◆ **SUBJECT-** Then we sum up the purpose of writing the invitation in one line. This helps the receiver focus on the subject of the invitation in one glance. It is important to underline the subject. You can skip this step.

Ex-

Subject- 21st Alumni Meet. or
Inauguration of n Cricket Championship.

◆ **SALUTATIONS-** This is where you greet the person you are addressing the invitation to.

Use salutation as Dear + name/relation-

Ex-

Dear Radhika

Dear Uncle

Dear Alumnus

◆ **MAIN BODY-**

Ⓡ *Start the main body using impressive phrase. Use of personal, informal language and first and second persons is allowed.*

Ⓡ *Then mention the purpose of invitation and provide description of event/occasion/function including date, time, venue and any other details which are related to function.*

Ex-

\$ I shall feel extremely obliged.

\$ You will be over moon to learn.

\$ I would like to.....

\$ I have unbounded pleasure to invite you.

\$ You are requested to grace your noble presence at my full of fun birthday celebration.

\$ You will be very pleased to know.....

◆ **COMPLIMENTARY CLOSE**- For Complimentary close you can use one of the expressions at LHS—

- * Yours sincerely
- * Sincerely yours
- * Yours lovingly
- * Yours truly
- * Yours affectionately

After this place signature of inviting person/host and then in next line put the name of Invitation writer in block letters.

FORMAT OF AN INFORMAL INVITATION

Sender's Address

Date

Recipient's Address (Optional)

Subject (Optional)

Salutation

Main Body

Contents

of the invitation

Yours truly/sincerely/lovingly

Signature

Name(Block Letters)

Designation(If any)

Q 1. Smith Menon has come out successful in the Medical Entrance Examination. He has decided to throw a party to his friends. Draft an informal invitation giving details of venue, time and date.

*H-45, Shantiniketan
New Delhi*

25th June, 2019

Subject- Invitation for Kitty Party.

Dear friend

I have the pleasure to inform you that I have arranged a small get-together at my residence on Sunday, 25th June, 2019 at 05.00 p.m. to celebrate my selection in the Medical Entrance Examination. Please join us and enjoy the company of my family members.

Yours lovingly

Smith Menon

Govt. Model Senior Secondary School, Sector 19, Chandigarh	
School letterhead	
Receiver's name and address	Dr Geeta Sahni 75, Sector 11 A Chandigarh
Date	15 September 20XX
Salutation	Ma'am,
Subject statement	Subject: <u>Invitation to preside over Inter-School Declamation Competition</u>
Name of society/ association/organization	The English Literary and Debating Society of our school has organized an Inter-school Declamation Competition on the topic 'More Vocational Courses should be introduced at the +2 level'. A number of students from all over Punjab, Haryana and Himachal Pradesh are likely to participate in the competition.
Event/Occasion	
Additional details	
Request	We shall be honoured if you kindly consent to preside over the function to be held on 5 October 20XX at 10.00 a.m. in the school auditorium.
Date, time and venue	
Complimentary close	With warm regards,
Subscription	Yours faithfully
Sender's name and designation	Neha Rawat President

Q 2. Oxford International School, Shimla is organizing a debate contest in the school conference hall. You have decided to invite a renowned politician, Karuna Desai to grace the occasion. Draft an informal invitation .You are Kartikey/Kirti, cultural secretary of your school.

*Oxford International School
Mall Road, Shimla*

20th September 2019

Dear Sir

You are requested to grace your noble presence at a debate contest to be held on 24th September 2019 at 9.00 a.m. in the school conference hall. Your illustrious personality will boost the moral and enthusiasm of our participants. Kindly confirm your acceptance.

Yours truly

(KARTIKEY)

Q 3. You are Aakash/Aarti of 74-C, Press Colony, Nangal. Write an informal invitation to your friend Rishabh inviting him to attend your daughter's marriage ceremony.

*74-C, Press Colony
Nangal, Delhi*

13th April 2019

Dear Rishabh

You will be glad to know that Sonali's wedding has been fixed and the big occasion will take place on 20th April, 2019 at our residence. Kindly attend the wedding and bless the newly wedded couple.

Yours affectionately

Aakash

Q4. You are Vinay of 312/B, Raj Nagar, Kolkata. Your friend, Pranay is staying in the hostel. Invite him to join Diwali with you at your residence.

**312/B, Raj Nagar
Kolkata**

15th April 2019

Dear Pranay

You know that Diwali, the festival of lights is approaching. It gives me great pleasure to invite you to Diwali celebrations at my residence. We shall have great fun. Do join us for the 'Puja' and enjoy Diwali with my family members.

Yours sincerely

(VINAY)

Inviting a Person as a Judge

St. Martins School
Ram Mandir Road
Vir Park
Mumbai : 4000XX
6th September 20XX

Mr. Rahul Sudama
Principal
Stephen's School
Mumbai

Sub : Invitation to Judge 'Inter School Debate 20XX'

Respected Sir,

St. Martins has been given the privilege of hosting this year's "Inter School Debate 20XX".

We would be greatly obliged if you could spare time from your busy schedule and be the Chief Judge for the event. The programme is on 25th September 20XX, between 9.30 a.m. – 3.30 p.m. in the school auditorium.

Kindly confirm your availability at the earliest and oblige. Please send an email to stmartins.school@yahoo.com.

Yours Sincerely
Narmal Kaur
HOD. Dept. of English

76-B,
Bank Colony,
Mandoli,
New Delhi.
October 2, 20XX

Dear Vipin,

You will be glad to know that Aditi's wedding has been fixed, and the big occasion will take place on the 20th of October 20XX at Hotel Vikram, Lajpat Nagar. We look forward to your presence along with your family at the wedding. Rest when we meet.

Yours affectionately
Nirbhay and Mita

Question 5. *The literary club of your school is putting up the play 'Waiting for Godot'. As secretary of the club, draft an invitation inviting the famous writer Sudeesh Gupta to be the guest of honour at the function. Write the invitation in not more than 50 words. You are Govind/Gauri.*

ABC School
Shastri Nagar
Mumbai

February 20, 2020

Mr. Sudeesh Gupta
XYZ Lane
PQR Colony
Mumbai

Subject: Invitation as Chief Guest.

Dear Sir

The Literary club of our school is putting up the play 'Waiting for Godot' on 17th January, 20xx in our school auditorium from 9-10 am. On behalf of our club, I would like to extend a cordial invitation to you to be the guest of honour at the function. It would be our privilege if you consent to grace this occasion with your esteemed presence.

Gauri
Secretary (Literary Club)

Question 6. The Literary Club of your school is putting up the play 'Waiting for Godot'. As secretary of the club, draft an invitation inviting the famous writer Sudeesh Gupta to be the guest of honour at the function. Write the invitation in about 50 words. You are Govinda/Gauri.

Salwan Public School
Rajinder Nagar
New Delhi 1100XX

29th January 20XX

Respected Sir

The Literary Club of our school is going to present the play 'Waiting for Godot' on 1 February 20XX in the school auditorium. We would be pleased if you accept to be the guest of honour for the same. Kindly confirm. Hoping for a positive reply.

Thank you

Yours faithfully

Gauri Mehra
(Secretary, Literary Club)

765, Rahat Colony,
New Delhi.
January 17, 20XX

Dear Bhaveen

You have always wanted to see my school. Here is an occasion where you can see it in all its grandeur—come and join us for the Annual Day function of my school on 1 February, 20XX at 10 a.m. I am sure you will have a great time. Do bring along Aunt, Uncle and little Shloka.

Your Aunt
Kidhima

◆ *Formal Reply (Refusal and Acceptance)* ◆

- ¶ Appreciate /acknowledge the invitation/ the host's kindness in inviting you to the occasion.
- ¶ Let the host know whether you are attending the function or not in order to enable him/her to make arrangements accordingly.
- ¶ Mention acceptance/regret.
- ¶ A formal reply is usually very short, brief and to the point.
- ¶ The quality of a good reply is that it is always pleasant.
- ¶ Even while declining the invitation or expressing inability to attend, one must be polite and courteous.
- ¶ Formal replies demand a formal tone and treatment.
- ¶ There is no room for unnecessary details or superfluous matter in them.
- ¶ No specific reasons are given for refusal. Only expressions like prior commitment, etc. are used.
- ¶ In an acceptance reply, expressions like 'will be delighted to attend it' are used
- ¶ The reply is written in the third person and there is no address or date.
- ¶ You can write it in a short note or following the format of formal invitation.
- ¶ Use the formal words like 'kind invitation', 'great pleasure', 'regret', etc.

Sample Formal Replies

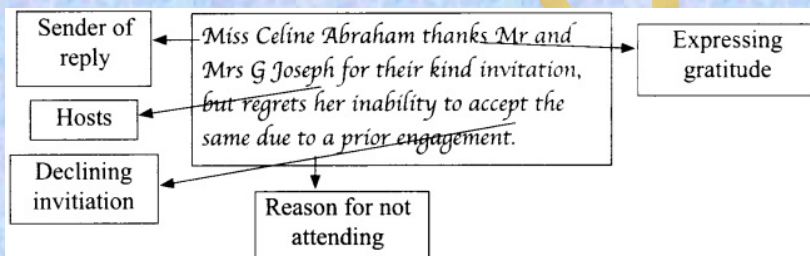
Accepting the Invitation (Formal)

**Mr Vipin thanks Mr & Mrs Khanna
for their kind invitation to
their daughter Aditi's marriage
on 20th January, 20XX at 10 a.m.
and has a great pleasure in accepting it &
confirms his presence
at the venue of the scheduled time**

Declining the Invitation (Formal)

*Mr Vipin thanks Mr & Mrs Khanna
for their kind invitation to
their daughter! Aditi's marriage
on 20th January, 20XX at 10 a.m.
but regrets his inability to attend
due to a prior engagement
He wishes Aditi a happy married life.*

*Mr Ramkumar Sahay thanks Mrs & Mr B. L.
Malpani for their kind invitation to attend
their son's wedding on 24th December 2019
at 8:00 p.m. He is overwhelmed for accepting
the invitation.*



FORMAL REPLY (REFUSAL)

Mr. Raj Kapoor has much pleasure in receiving an invitation from Mrs. and Mr. P.D. Agarwal for their son's marriage on 30th Aug '11 at 2 p.m. **He regrets to tell that he won't be able to attend the marriage party as he has a prior engagement.** But his blessings would always be with the newly married couple.

Acceptance

- Mr. and Mrs. Jokowi accept with pleasure the kind invitation of Mr. and Mrs. Anantyo to the wedding ceremony of their daughter on Friday, the twelfth of December at seven o'clock.
- Mr. and Mrs. Jusuf Kalla accept the invitation with pleasure

FORMAL REPLY (ACCEPTANCE)

Mr. Raj Kapoor has the pleasure in accepting the invitation of Mrs. And Mr. P.D. Agarwal for their son's marriage on 30th Aug '11 at 2p.m. **He will be glad to attend the marriage on time and to bless the newly married couple.** He has all the best wishes for the bride and groom on that special day.

Question 1. You have received an invitation letter from the principal and staff of Govt Senior Secondary School, Chaumahala which is going to celebrate its annual function on 6th February 2019 at 03:00 p.m. Dr Samit Sharma will be the Chief Guest of the function. Write a formal reply to accepting the invitation.

*Mr Pramendra Jain thanks
the principal and the staff of
Govt Senior Secondary School, Chaumahala
for their kind invitation to attend
the annual function of their school
on 6th February 2019 at 03:00 p.m.
He has great pleasure in accepting the invitation*

Question 2. You have received an invitation letter from Mrs and Mr L.P. Goyal, Delhi to attend the birthday party of their son Aman on 14th October 2019 at 8:30 p.m. Write a formal reply accepting the invitation.

Answer:

*Mrs and Mr Sharma thank Mrs and Mr L.P. Goyal
for their kind invitation to
attend the birthday party of
their son Aman
on 14th October 2019 at 8:30 p.m.
They felt delighted with the invitation.*

Question 3. *You are Mr Tikendra Singh. You have received an invitation (with family) from Mr Amit Lohar for a dinner on 31 March 2019 at 7:00 p.m. at his residence arranged on the retirement of his respected father Shri S.N. Lohar. Write a formal reply to accepting the invitation.*

Answer:

Mrs and Mr Tikendra Singh thank Mr Amit Lohar for his kind invitation to a dinner on 31 March 2019 at 7:00 p.m. arranged on the retirement of his respected father Shri S. N. Lohar. They have great pleasure in accepting the invitation.

Question 4. *You have received an invitation from Mrs and Mr L.P. Goyal to attend a function on 29th June 20– at 11:00 a.m. at A/111 Ranjit Nagar, Bharatpur, on the occasion of GrihaPravesh of their newly constructed home. Write a formal reply to accepting the invitation.*

Answer:

Mr Pareek thanks Mrs and Mr L.P. Goyal for their kind invitation to attend the function on 29th June 2019 on the auspicious occasion of GrihaPravesh of their newly constructed home. He has great pleasure in accepting the invitation. Heartiest congratulations.

Question 5. You are Mr Harendra Singh. You have received an invitation from Mr Amit Lohar to dinner on 31st March 20– at 7:30 p.m. at his residence arranged on the retirement of his respected father Shri S.N. Lohar. Write a formal reply for not being able to accept the invitation.

Answer:

*Mr Harendra Singh thanks Mr Amit Lohar
for his kind invitation to a dinner
on 31st March 20– arranged on the retirement
of his respected father,
but regrets being unable to come due to
some unavoidable official work at Agra
Sincere thanks for the invitation*

Question 6. You have received an invitation from Mrs & Mr L.P. Tailor to attend a function on 29th June 2020 at 11:00 a.m. at A/122 Ranjit Nagar, Bharatpur, on the occasion of GrihaPravesh of their newly constructed home. Write a formal reply declining the invitation.

Answer:

*Mr Pareek thanks Mrs & Mr L.P. Tailor for their
kind invitation to attend the function on 29th
June on the auspicious occasion of Griha
Pravesh of their newly constructed home, but
regrets being unable to attend it because he is
going abroad for some personal work. Sincere
thanks for the invitation and best wishes.*

◆ *Informal Reply (Refusal and Acceptance)* ◆

- * *An informal reply or private letter may, however, express personal feeling or desires in an intimate style and informal tone.*
- * *Acknowledge the invitation in first person.*
- * *Use second person for the sender of invitation.*
- * *Mention acceptance/regret*
- * *Specify the reason in case of refusal.*
- * *Use warm and simple language.*
- * *Do not exceed the word limit (usually 50).*
- * *Follow the format of an ordinary letter.*
- * *Do not use any formal expressions, but use informal words and expressions*

Acceptance of Informal Invitation

*A/7, Harding Road
Hyderabad*

August 17, 2016

Dear Mercy

I was delighted on reading about your son's achievement. It is indeed a remarkable feat. My family and I will surely attend the puja at your house on Sunday.

With best wishes

Yours lovingly

Mini

Refusal of Informal Invitation

*Yamuna Apartment
Adarsh Nagar
Hyderabad*

August 17, 2016

Dear Mercy

I offer my heartiest congratulations to you on your son's success. We would have loved to attend the puja but unfortunately I have an urgent meeting next week. I am extremely sorry but we will surely pay you a visit once we are back.

Yours sincerely

Jolly

REPLIES

LETTER OF ACCEPTANCE

Sender's address
(The person to whom invitation was sent)

Dr B. Bhatnagar,
Chairman,
ICSR, New Delhi,

19th April, 2007. → **Date**

Addressee's address
(The person who has invited)

The Secretary,
Science Club,
Bharat National Public School,
Bharatpur.

Subject

Reg: Consent to Inaugurate Seminar.

Salutation

Dear Jagriti,

Content
Ref. to the invitation received thankful/acknowledgement

Thank you for your invitation dated 17th April, 2007 asking the undersigned to inaugurate the seminar on the role of young scientists' in the scientific progress of our country.

I feel happy to convey my consent to inaugurate the seminar and to interact with the students → **Consent**

Closing

Yours sincerely,
Sd/-

Signature

B. Bhatnagar (Dr)]

Remember. Invitation in a letter-form need be responded in a letter-form only.

Question 1 - You have received an invitation from your friend to dinner on 10th July 20– at 8:00 p.m. at his residence to celebrate his success in class XII examinations. Write an informal reply to accepting the invitation.

Answer:

13, Ashok Colony
Bharatpur

05 July 2020

Dear Hemant

Congratulations. I am very glad to know that you have passed your examination with 98% marks. I will certainly come on 10th July at 8:00 p.m. to join the dinner.

Yours truly
Mahesh

Question 2. You are Rajni of 10, AvasVikas, Jaipur and have been invited by your friend Sapna, House No. 332, Megha Apartments, Kota at her sister's engagement on 27th November 2019 at 4:00 p.m. at her residence. Write an informal reply to accepting the invitation.

Answer:

**10, AvasVikas
Jaipur**

November 22, 2020

Dear Sapna

I am really pleased to be invited by you at your sister's engagement on 27th November 2019. Here are my warm wishes for this auspicious occasion. I will definitely come and join you on this happy occasion. I am eagerly waiting for the day.

**Yours lovingly
Rajni**

Question 3. You have received an invitation letter from your uncle to attend the annual function of his school Govt Senior Secondary School, Banswara, on 6th February at 03:00 p.m. Dr Mohan Garg of Ashok Hospital will be the Chief Guest of the function. Write an informal reply to accepting the invitation.

Answer:

**42, Mansarovar
Jaipur**

02 February 20XX

Dear Uncle

I am very happy to receive the invitation to the annual function of your school. I am very glad to know that Dr Mohan Garg of Ashok Hospital will be the Chief Guest of the function. I will certainly come to attend the function.

Thank you.

**Yours lovingly
Sonu**

Question 4. You are Neeti of B-17, AvasVikas, Jaipur and have been invited by your friend Malinee, House No. 152, Rajshree Apartments, Kota at her sister's engagement on 27th November 2020.- at 4:00 p.m. at Hotel Deep Akash. Write an informal reply declining the invitation.

Answer:

**B-17, AvasVikas
Jaipur**

November 22, 2020

Dear Malinee

Congratulations. I am extremely happy to be invited by you at your sister's engagement on 27th November. I really wanted to be with you in these happy moments, but I feel bad as I wouldn't be able to attend the programme because I have to attend my cousin's marriage on the same day. Please' accept my apologies and best wishes.

***Yours lovingly
Neeti***

Question 5. You have received an invitation from your friend Dinesh to attend the inauguration ceremony of his advertising agency on 22nd May 20– at 10:00 a.m. at Chittorgarh. Hon'ble Mr S. Kriplani, M.P., Chittorgarh will inaugurate. Write an informal reply declining the invitation.

Answer:

**15/17, Pushkar Road
Ajmer**

15th May 2020

Dear Dinesh

I am very happy that your dream of opening an advertising agency has come true. I am glad to know that Hon'ble Mr S. Kriplani, M.P., will inaugurate. But I am sorry to inform you that I wouldn't be able to attend the programme since due to some urgent business I will be in Delhi on 22nd May. I wish you great success in your venture.

**Yours truly
Mohan**

Question 6. You have received an invitation from your friend Prashant to attend a function on the occasion of Ekadashi Udyapan on 21st February 20– at 1:30 p.m. at his residence. Write an informal reply for not being able to accept the invitation.

Answer:

14 Nehru Avenue
Dungarpur

15th February 20XX

Dear Prashant

I am very happy to receive this invitation on the pious occasion of Ekadashi Udyapan on 21st February. I wanted to join you on this occasion but I am sorry to inform you that I wouldn't be able to do so because I am suffering from viral fever these days. Please accept my best wishes.

Yours sincerely

Vishal