TOPIC 5

Letter of Invitation / Accepting the Invitation / Declining the Invitation

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**1. You are Akash Patel living at 24 Adarsh Colony, Sun City, Baroda. 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:**

|  |
| --- |
| Akash Patel **Requests the pleasure of your benign presence at the grand dinner on the auspicious occasion of the** **GOLDEN WEDDING ANNIVERSARY** Of His/her Grandparents At his/her residence 24 Adarsh Colony Sun City, Baroda At 8:30 pm On 18 MARCH, 20XX  . Akash Patel  98100XXXXX |

**1. You are Akash Patel living at 24 Adarsh Colony, Sun City, Baroda. You decide to hold a dinner party to congratulate your grandparents on their golden wedding anniversary. Draft an invitation words to all family members to attend a grand dinner at home.**

24 Adarsh Colony

Sun City,

Baroda  
  
01 March, 20XX

Dear Uncle/ Aunt/ any other family member

On the auspicious occasion of the Golden Wedding Anniversary of my grandparents, I am extremely happy to invite you to the grand dinner at my residence. The dinner is scheduled to be on 18 March at 8:30 pm.

Kindly confirm your presence by 15 March.  
Thank you

Yours affectionately  
Akash Patel

**2) Acceptance of Invitation**

**4, Meghdoot Society**

**Behind Ganesh dairy**

**Anand.**

**Date: 3rd March 2021**

**Dear Akash**

**Received your letter yesterday. I am extremely happy to hear the news that your grandparents are going to complete 50 golden years of their marriage and that you have organized a dinner to mark the occasion.**

**I will not miss the event for anything in the world… sure We ( all 4 of us) will be there.**

**Yours affectionately**

**Dilip**

**.**

**Dear Akash**

**Received your letter yesterday. I am extremely happy to hear the news that your grandparents are going to complete 50 golden years of their marriage and that you have organized a dinner to mark the occasion.**

**However, due to my visa interview at Mumbai I will miss the event and I am so sorry about this. But I will surely meet you after I return.**

**All the best wishe to your grand parents.**

**Yours affectionately**

**Dilip**

**Write an invitation in not more than 50 words to your friend Aditya to spend his winter break with you in Mumbai. You are ……….. of 25, M.G. Road, Mumbai.**

**Answer**,

Akash Flats

8th Floor, Flat No. 803

M.G. Road  
Mumbai

10 December, 20XX

Dear Adi

As the winters are approaching, I would be happy if you spend a few days during the winter break with me at my house in Mumbai. At that time, the weather here is pleasant due to sea winds. It is a good time for sightseeing around Mumbai. We will have a great time. I have invited Sunil and Sachin too. Both have agreed to the idea.

Kindly confirm your arrival by mid- November.

Yours affectionately  
Rakesh

You are the Secretary of the Science Club in your college. The club organizes a grand event called Compu Carnival, an inter college computer related competitions every year on 28th February. This year too, the club has plans to hold such an event. Write a letter of invitation to Dr G S Patel, Prof. & Head , Dept of Computer Science, Sardar Patel University, Vallabh Vidyanagar, requesting & inviting him to inaugurate the carnival.

From

Mr./Ms ……………………………..

Science Club,

VP & RPTP Science College,

Vallabh Vidyanagar.

Date: 10 Feb 2021

To

Dr. Dr G S Patel

Prof. & Head,

Dept of Computer Science,

Sardar Patel University,

Vallabh Vidyanagar.

Sub: Request & Invitation to inaugurate Compu. Carnival on 28th Feb 2021.

Respected Sir

We have been organizing an Inter college computer related competitions in an event called Compu- carnival on 28th Feb every year to mark the National Science Day.

More than 200 students from 40 colleges from around Anand and the whole of Gujarat participate in competitions related to logic, programming, quiz etc.

In this regard, we would like to request you to kindly accept our invitation to inaugurate the event. The details are as follows:

Event: Inter-College Compu. Carnival

Date: 28 Feb 2021

Inauguration: 10.00 am

Venue: Central hall, V P Science College.

We would be honoured if you accept our request and invitation. Your presence would motivate all the students.

Could you please confirm your acceptance before 12th Feb. 2021?

Regards

Acceptance of Invitation

From

Dr. G S Patel

Prof. & Head,

Dept of Computer Science,

Sardar Patel University,

Vallabh Vidyanagar.

Date: 11th Feb 2021

To

Mr./Ms……………………………..

Science Club,

VP & RPTP Science College,

Vallabh Vidyanagar.

Sub: **Acceptance of** Invitation to inaugurate Compu. Carnival on 28th Feb 2021.

Dear Sir

Received your letter yesterday. Thank you very much for this invitation. I am indeed honoured and extremely glad to be invited for such an event in one of the most prestigious colleges of Gujarat.

I will definitely be available for the event. Best wishes for the success of the program.

Regards

G S Patel

Declining an Invitation

From

Dr. G S Patel

Prof. & Head,

Dept of Computer Science,

Sardar Patel University,

Vallabh Vidyanagar.

Date: 11th Feb 2021

To

Mr./Ms……………………………..

Science Club,

VP & RPTP Science College,

Vallabh Vidyanagar.

Sub: Inability to accept the Invitation to inaugurate Compu. Carnival on 28th Feb 2021.

Dear Sir

Thank you very much for this invitation. I am indeed honoured and extremely glad to be invited for such an event in one of the most prestigious colleges of Gujarat.

However, I regret to inform you that due to a prior commitment, I am not in a position to accept the invitation.

Best wishes for the success of the program.

Regards

G S Patel