To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Event Invitation Acceptance Letter**

Dear Sir/Madam,

Thank you very much for inviting me at the [mention event name] of your company to be held at [mention venue] on [mention date]. It is my great pleasure to accept this prestigious invitation and I would love to join you at this event. I will try my best to be on time and looking forward to have fun at the event.

Thanks a lot once again for inviting me on the event.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]