

Formal Letter with Thank You Note Sample for Event Invitation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely thank you for inviting me to the **[Name of Event]** scheduled on **[Date]** at **[Venue]**. I am truly honored to be included among your esteemed guests.

I deeply appreciate the opportunity to attend this event and look forward to engaging with fellow participants and contributing to the occasion. Please accept my heartfelt thanks for your kind invitation.

I eagerly anticipate the event and look forward to seeing you there.

Yours sincerely,

[Your Name]