

INVITATION

An invitation is sent to near and dear ones on the occasions such as marriage, births celebrations, etc. It is formally extended to general masses for public events or functions.

INVITATIONS AND REPLIES

INVITATIONS

- **FORMAL**
 - **CARD FORM**
 - **LETTER FORM**
- **INFORMAL**
 - **LETTER FORM**

REPLIES

- **FORMAL**
 - **CARD FORM**
 - **LETTER FORM**
- **INFORMAL**
 - **LETTER FORM**

Note: A reply can either be accepted or declined. When declining an invitation, always give a reason for declining.

FORMAL INVITATION (There are two types of formal invitations)

- **Printed invitation card inviting guests to be present on a particular occasion. Such invitations do not include the name of the addressee.**
- **Handwritten letter addressed to a VIP invited to preside over a social, cultural and educational function. In such invitations the name of addressee (VIP) appears prominently.**

POINTS TO REMEMBER

- To be written in third person
- No abbreviation to be used
- Simple present tense is used
- Each entry to be mentioned in a separate line e.g.,
 - (a) The name of the person(s) who is/are inviting
 - (b) Formal expressions like 'request the pleasure of your company'
 - (c) Time and date of event
 - (d) Purpose and occasion of invitation.
- For RSVP, address and telephone no. is given at which the invitee may contact for any queries.
- Name of the Chief Guest, programme may be given.

FORMAT OF FORMAL INVITATION

- Name of the host issuing the invitation
- Standard expression for invitation (.... Cordially invite(s), request the pleasure of your company, solicit your benign/gracious presence)
- Purpose of occasion (reason for invitation)
- Name of honouree (people for whom the event is organized like marriage/ birthday)
- Day, Date and time of the event
- Venue of the event (complete address)
- In case of VIP, name of chief guest /VIP
- RSVP (Repondez S'il Vous Plait –**i.e.** respond if it pleases you)
- Telephone or mobile number of the host
- Address of the host
- Special note if any. (e.g. Keep phone on silent mode / Please be seated by ...)

EXAMPLES OF STANDARD EXPRESSIONS

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

FORMAT OF FORMAL INVITATION / PRINTED CARD

Each of the following is written in a separate line

1. Name of host /hosts
- 2) Formal phrase of invitation/ standard expression
3. Purpose / Reason of invitation (wedding, birthday, inauguration, annual function)
4. Name of honouree (birthday person, groom, bride)
5. Day / date /time of function or event
6. Venue with complete address
7. Complimentary close
8. RSVP (Respond if it pleases you)
9. Address of host
10. Contact number

FORMAL INVITATION

1. Write a formal invitation for the marriage function of your daughter.

Mrs. and Mr. Madan Sharma

Solicit your gracious presence on the auspicious occasion
of the marriage of their grand daughter

SONALI

(Daughter of Mrs. Savita and Mr. Rahul Sharma)

Weds

SHRIDHAR

(Son of Mrs. Sushma and Kapil Sharma)

on

17th December, 2023

at

7.30 p.m.

at

Red Carpet, Party Lawn, Preet Vihar, Marg, Delhi-110031

R.S.V.P.

Madan Sharma

B-36, Rajdhani Enclave

Vikas Marg, Delhi

Ph. : 9971000000

With best compliments

from

Vinod Sharma & All Relatives

2. Your father, Mr. Raj Kumar Gupta, residing at K-18, 13th Cross Malleswaram, Bangalore wants to celebrate the success of your brother Rohith's clearing the IIT-JEE Entrance Examination and securing admission in IIT Powai, Mumbai. He wants you to draft a formal invitation for him on his behalf. Draft the invitation for him in not more than 50 words.

Mrs. And Mr. Raj Kumar Gupta

*Seek your auspicious presence
at the Grand Celebration Party
of their son Rohit's successfully passing the*

IIT-JEE ENTRANCE EXAMINATION

at
8.00 p.m. on 1st October, 2023
at

UTSAV BANQUET HALL

84-Dr. Raj Kumar, Road, Rajaji Nagar, Bangalore-55

RSVP
Raj Kumar Gupta
K-18, 13th Cross
Malleswaram
9971000000

With Best Compliments
from
Friends and Relatives

3. Draft an invitation on behalf of Mr. and Mrs. Thakur of 22A, Gali No - 8, Roshan Vihar, Tilak Nagar, New Delhi, which they may use to invite their friends and relatives on the birth anniversary of their son Neelesh at their residence on 8th May, 2023.

Mrs. and Mr. Thakur

*request the pleasure of your benign presence
on the auspicious occasion of the*

BIRTHDAY CELEBRATIONS

Of
their son

NEELESH THAKUR

at 08: 30 p.m.

On
08th May, 2023

at their residence
22A, Gali No - 8, Roshan Vihar
Tilak Nagar, New Delhi

R.S.V.P.
Mrs. and Mr. Thakur

4. On April 30, your school is conducting its annual sports day. You want Mr. M. S. Dhoni, a noted Cricket Player to be the chief guest and give away the prizes to the winners and of the school competitions. Write a formal invitation in about 50 words requesting him to grace the occasion. You are Rahul, Sports Secretary, Royal Oak International School, Gurugram, Haryana.

Royal Oak International School, Gurugram, Haryana

takes immense pleasure in inviting

Renowned Cricket Player

Mr. M.S. Dhoni

to grace the occasion of

ANNUAL SPORTS DAY

On

April 30, 2023

From 6:00 p.m. to 8:00 p.m.

At

school Campus

Looking forward to a positive response from your end.

RSVP

Rahul

(Sports Secretary)

5. Modern Public School, Delhi is organising an Inter School Music Competition. You have decided to invite noted classical musician, Mohan Gandhi as the judge and guest of honour. Draft a formal invitation for him in 50 words. You are Neeraj / Neetu, Cultural Secretary.

The Principal, Staff and Students of
Modern Public School
Cordially invite

Mohan Gandhi

As

the guest of honour and judge
for

INTER SCHOOL MUSIC COMPETITION

On

April 30, 2023

From 6:00 p.m. to 8:00 p.m.

At

school Campus

We hope you shall accept our humble request and grace the occasion.

RSVP

Neetu Jha

(Cultural Secretary)

6. You are an administrative officer of Laxmi Public School, Model Town, Delhi. The School is holding its Annual Function at 5.30 p.m. on 24th December, 2023. The Education Minister has consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees. (Word Limit 50).

**The Principal, Staff and Students of
Laxmi Public School, Model Town, Delhi**

request the pleasure of your company

On

ANNUAL DAY CELEBRATION

On

Sunday, 24th December, 2023

At

5.30 p.m.

In

the school auditorium

Honourable Education Minister has very kindly consented to be
the Chief Guest.

R.S.V.P.
Administrative Officer
9971620xxx

Special Instructions:
This card admits only two.
You are requested to be seated by 4.30 p.m.

Note : ENTRY FREE

7. Draft a formal invitation to be sent to your friends and relatives on the occasion of the inaugural ceremony of your new showroom.

M/s Sharma Brothers

request your benign presence
at the inaugural ceremony of their new showroom

BEAUTEX

(readymade garments)
On Sunday, 25th July, 2023 at 11:00 am
at
Shop No. 26, Janakpuri, New Delhi.

RSVP
Sharma Brothers
9971000000

8. The Ballooning Club of India, New Delhi, invites its members to visit international Balloon Mela – 2023. Draft a formal invitation card giving necessary details.

The Ballooning Club of India, New Delhi

request the pleasure of your company
on
the inaugural ceremony of

INDIAN INTERNATIONAL BALLOON MELA – 2023

On Sunday, 25th July, 2023 at 11:00 am
at
Pragati Maidan, New Delhi

Mr. Sourav Ganguli the Chairman of BCCI has kindly consented
to be the Chief Guest.

RSVP

(Secretary)
9971000000

9. You are Kamal / Komal the Principal of Sushil Public School, Model Town, Delhi. Draft a formal invitation to be sent to the grandparents of the students on the occasion of The Grand Parents Day. Invent other details yourself.

**The Principal, Staff and Students of
Sushil Public School, Model Town, Delhi**

request the pleasure of your company

On

THE GRAND PARENTS DAY

On

Sunday, 26th July, 2023

At

5.30 p.m.

In

the school auditorium

Honourable Education Minister has very kindly consented
to be the Chief Guest.

RSVP

(Principal)
9971000000

Special Instructions:

This card admits only two.

You are requested to be seated by 4.30 p.m.

Note : ENTRY FREE

10. Sunrise Global School, Agra is going to organize a one-act play competition in the school auditorium. You have decided to invite noted stage artist, Nalini to grace the occasion. Draft a formal invitation for her in about 50 words. You are Karuna/Karan, Cultural Secretary.

The Principal, Staff and Students
Of
Sunrise Public School
take pleasure in inviting
noted stage artist

MS. NALINI

to grace the one-act play competition
in
the School Auditorium
on
Tuesday, 1st July, 2023
From 8:30 am to 11:00 am

Awaiting a favourable response from your end.

RSVP
Karuna, Cultural Secretary
9971000000

FORMAL INVITATION-LETTER FORMAT

An invitation written formally in the letter format has the following characteristics:

- Meant for an individual (a formal letter of invitation)
- Include the name of the invitee
- These are to be written on run-on lines. The sentence is not broken into different words/phrases.
- Other details are similar to the mass-scale invitations.

1. SAMPLE-FORMAL INVITATION-LETTER FORMAT

Kamala Nehru School
Cantonment
Bangalore

17th December, 2023

Mr. K. J. Singh
District Commissioner of Police
Police Lines
Bangalore

Subject: Invitation 'Annual Day Function'

Sir

It gives us immense pleasure to inform you that we are celebrating our school's Annual Day function on 4th January, 2023 at 5.30 p.m. in the Activity Hall of the school. We shall consider it a great honour if you could grace the occasion and preside over the function as the Chief Guest and give away the prizes.

Yours faithfully
Principal

2. You are the Secretary of the Ritz Students' Association, St. Peters School, Nainital. The 20th Alumni Meet will be held on Sunday, the 28th January, 2023 at 8.00 p.m. at Plaza Hotel. Write invitation letter to all the old students of the school to attend the meet.

Ritz Students' Association
St. Peters School
Nainital

10th December, 2023

Dear Alumna/Alumnus,

The 20th Alumni Meet of St. Peters School, Nainital will be held on Sunday, 28th January, 2023 at 8 p.m. at 'The Plaza Hotel'. Old students, along with their spouses will be our guests of honour. Kindly assemble at 8.00 p.m. in the banquet hall for a get-together, dance and dinner party.

Please confirm your seats by sending ₹ 700 to the undersigned.

Meenakshi
(Secretary)

INFORMAL INVITATIONS

Main Characteristics:

Informal invitations follow the pattern of ordinary personal letters. These letters are written to relatives, friends and acquaintances.

- These letters are first/second person presentations.
- Personal feelings and emotions find an expression.
- The writer's address is given in the usual place.
- The salutation is usually "Dear" plus "Name".
- The date of writing is given, but the year is generally omitted.
- The style and tone are relaxed and informal.
- Different tenses are used as the sense demands.
- The complimentary close is: Yours sincerely'.

1. Rohit has got success in CBSE-PMT and got admission in Shivaji Medical College, Nagpur. He wants to celebrate it with his friend. Write an informal invitation giving details of venue, time and date. Do not exceed 50 words.

33/427

Priya Vihar
New Delhi

15th December, 2023

Dear Varun

You will be glad to learn that I have secured 50th rank in the CBSE-PMT competition. I have got admission in a prestigious institution 'Shivaji Medical College, Nagpur'. I want to share a few happy moments of my life with you at a dinner in the Hotel Kanishka at 9.00 p.m. on 25th December, 2023. Please join the celebrations and merry-making.

Yours sincerely
Rohit

2. You are Leena Sen. The wedding of your elder sister Reena Sen is going to be held on the 15th January, 2023 at Hotel Lake View, Udaipur. Write out an informal invitation to your friend Veena requesting her to attend the function.

4357
Vasant Kunj
Raj Nagar

10th December, 2023

Dear Veena

You will be pleased to know that the wedding of my elder sister Reena Sen is going to be held on the 15th January, 2024 at Hotel Lake View, Udaipur. The whole family will move there in the morning. I invite you to join us at lunch in the hotel on the 15th January, 2024. The wedding ceremony will take place at 8: 00 pm in the evening. I hope you will join us on the auspicious occasion.

Yours sincerely
Leena

3. You are Ankit Verma. Your friend from Malaysia is staying in the hostel. Invite him to join Diwali celebrations with you at your residence.

315/2
Raja Gardens
New Delhi

25th October, 2023

Dear Konishk

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

Yours sincerely
Ankit Verma

**WRITING REPLIES
(FORMAL AND INFORMAL)
OR**

RESPONDING TO INVITATIONS

A formal reply is usually very short. It is brief and to the point. The quality of a good reply is that it must always be 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.

An informal reply or private letter may, however, express personal feelings or desires in an intimate style and informal tone.

Main characteristics:

Formal Replies

- Acknowledge the invitation.
- Express thanks in third person.
- When accepting, confirm date and time
- If declining, give reason, convey your best wishes
- Not to be signed at the end
- Give date and address at top left hand
- Do not exceed the word limit (usually 50 words).

**REPLY TO FORMAL AND INFORMAL INVITATION
REPLIES ACCEPTANCE / REFUSAL**

Formal Acceptance:

1. You are Mr. Harsh Malhotra of 25, Rama Vihar, Gurugram. Draft a formal reply to Mrs. & Mr. Chawla accepting the invitation to attend the birthday party of their son. Invent other details yourself.

25, Rama Vihar
Gurugram

25th January, 2023

Dear Mr. Chawla

Mrs. and Mr. Harsh Malhotra thank Mrs. and Mr. Chawla for inviting them on the occasion of 15th Birthday of their son, Master Santosh Chawla on Monday, 30th January, 2023 at Om Sweets, Sec. 23, Gurugram at 8 p.m., which they are delighted to accept. It's their great pleasure to attend the ceremony. They wish the young boy many happy returns of the day.
Best Wishes
Harsh Malhotra

2. You are Vikram Gaur of House No 15, Jhankar Colony, Agra. Draft a formal reply accepting an invitation to be present on the occasion of the wedding of Ankush S/o Mr. & Mrs. Shankar of 24, Green Park Road, Kanpur.

House No 15
Jhankar Colony
Agra

10th January, 2023

Dear Mr. Shankar

Mr. and Mrs. Vikram Gaur thank Mr. And Mrs. Shankar for inviting them on the occasion of the wedding of their son Ankush at 24, Green Park Road, Kanpur on 15th January, 2023 and assure them that they will be present on the occasion to wish the newlyweds a very happy married life. They will reach Kanpur by the Agra Mail which leaves Agra at 8.00 a.m.
Best Wishes
Vikram Gaur

3. You are Mr. Ajay Kumar of 7 Park Avenue, Delhi. Draft a formal reply accepting an invitation to attend a house warming party hosted by your colleague Mrs. and Mr. Satish Sharma at 56, South Delhi Apartment Delhi.

7, Park Avenue
Delhi

9th January, 2023

Dear Mr. Satish Sharma

Mrs. and Mr. Ajay Gupta thanks Mrs. and Mr. Satish Sharma for their kind invitation on the house warming party at 56, South Delhi Apartment, Delhi, on 17th January, 2023 at 11 a.m., which they are delighted to accept. It's their great pleasure to attend the ceremony.
Best Wishes
Ajay Gupta

4. You have received an invitation to be the judge for a Cultural Literary Competition in St. Mary's School. Send a reply in not more than 50 words, confirming your acceptance. You are Joe/Joyce.

St. Mary's School,
Anna Nagar
Chennai

15th September, 2023

Sir/Madam

I would like to express my gratitude for being invited to be the judge for a Cultural Literary Competition to be conducted in your school. I confirm my acceptance and will make sure I am present on the scheduled date and time.

Yours sincerely
Joe/Joyce

5. You are Akshya / Aakriti. You have been invited to participate in a seminar on 'Fundamental Rights of Children', organised by the Lions Club of your district. Respond to the invitation by writing a letter to the Secretary of the club.

25, Aram Bagh
Road Meerut

5th May, 2023

The Secretary Lions Club
Meerut

Subject: Acceptance of Invitation

Sir

Thanks for your invitation for a seminar on 'Fundamental Rights of Children', and your concern for the under-privileged children. I would like to utilise this opportunity to share my experiences with other like-minded enthusiasts and experts. I hereby confirm my participation in the seminar.

Yours sincerely
Akshya / Aakriti

Formal Refusal:

1. You are Mr. Ajay Kumar of 7 Park Avenue, Delhi. Draft a formal reply of refusal expressing inability to attend a house warming party hosted by your colleague Mrs. and Mr. Satish Sharma at 56, South Delhi Apartment, Delhi.

7, Park Avenue
Delhi

9th January, 2021

Mrs. and Mr. Ajay Gupta thanks Mrs. and Mr. Satish Sharma for their kind invitation on the house warming party at 56, South Delhi Apartment, Delhi, on 17th January, 2023 at 11 a.m., but regret their inability to accept the same due to urgent and unavoidable assignment abroad.

Best Wishes
Ajay Gupta

2. You are the principal of a reputed school and you are invited for the inauguration of a painting exhibition near your school. Send a reply in not more than 50 words, expressing your inability to attend the exhibition. You are Ashwini/ Ashwin.

MGM Palace
JK Colony
Mumbai

15th September, 2023

Dear Sir/Madam

I would like to thank you for inviting me for the inauguration of the painting exhibition. But, I regret my inability to attend the inauguration due to a prior commitment. I have to attend a meeting of principals conducted by the DPS on the same day the inauguration is scheduled. Please accept my best wishes for the conduct of a successful event and excuse me for not being a part of it.

Yours sincerely
Ashwini / Ashwin
Principal

3. You are Vaibhav / Vaishali. You are invited to attend the wedding function of your friend's sister during the Christmas holidays. Respond to the invitation, regretting your inability to attend it. (50 words)

101, Safdarjung Colony
New Delhi

4th January, 2023

Dear Sangita

Thank you for your cordial invitation on the occasion of your sister's wedding. I, however, regret that I will not be able to be with you on the happy occasion, because we are leaving for Mumbai for the Christmas holidays. Please convey my best wishes and regards to the couple.

Yours sincerely
Vaibhav / Vaishali

5. You are Akshya / Aakriti. You have been invited to participate in a seminar on 'Fundamental Rights of Children', organised by the Lions Club of your district. Respond to the invitation by writing a letter to the Secretary of the club.

25, Aram Bagh
Road Meerut

5th May, 2023

The Secretary Lions Club
Meerut

Subject: Inability of Invitation

Sir

Thank you very much for inviting me to participate in a seminar on 'Fundamental Rights of Children'. I feel honoured and obliged. However, I shall not be able to accept your invitation

due to some previous commitments which keep me confined to my place on that day.
Thanking you once again for your kind invitation.

Yours sincerely
Akshay / Aakrit

Informal Replies

- 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 words).

Informal Acceptance:

1. You are Manoj /Mini, living at 217 MIG Flats, Surya Vihar, New Delhi. You have been invited to attend a birthday party of your closest friend. Respond to this invitation.

217 MIG Flats
Surya Vihar
New Delhi

15th March, 2023

Dear Shuchi

I have received your invitation for your birthday party on 25 March, 2023 at 5 p.m. at Hotel Janpath. I am extremely happy to know that all our old friends are likely to be there. I would like to confirm my participation. Looking forward to the momentous occasion. With love.
Manoj/Mini

Informal Refusal:

1. You are Aakash/Varsha living at 205, Vasant Kunj, New Delhi. You have been invited to attend the wedding of your friend's sister during summer vacation. Respond to the invitation, regretting your inability to attend it.

205, Vasant Kunj
New Delhi

4th December, 2023

Dear Neha

Thank you for your cordial invitation on the occasion of your sister's wedding. I, however, regret my inability to be with you on this happy occasion as we shall be leaving for Shimla for summer holidays on 1st January, 2023. Please excuse my absence. Do convey my regards and best wishes to the couple.

Yours sincerely
Varsha/Aakash

Question bank

1. As the Secretary of the Theatre Club of Birla High School, Kolkata, draft a formal invitation in not more than 50 words, for the inauguration of the club in your school.

2. Your school is organizing the Annual Day next month in one of the prestigious auditoriums of your city. Draft an invitation in not more than 50 words giving all essential details. Do not forget to include necessary instructions against mobile phones and cameras.
3. You are Sajjan Raj, s/o Sh. Dharam Raj of Greater Kailash, New Delhi. Your father wants you to draft a formal invitation to be sent on the occasion of your sister, Anita Raj's marriage. Prepare the invitation.
4. As the Sports Captain of Heritage School, Sanawar, write an invitation to be sent to the students of your school on the occasion of the Annual Sports Day of the school. Do not exceed 50 words.
5. As the proprietor Trendz, a new showroom selling ready-made garments for children, at the Community Centre, Jalvayu Towers, Jalandhar. Invite the local residents to the inauguration by the President, Residents' Welfare Association. Do not exceed 50 words.
6. Your brother has successfully completed his Chartered Accountancy Examinations. You wish to celebrate the occasion by hosting a grand party. Write out the invitation giving details of the date, time and venue. Do not exceed 50 words.
7. You are Madhu Mudgal. You have received an invitation from Mr. Vikram Thapa to the birthday party of his daughter, Ira. You are unable to attend the party. Write your reply to the invitation. Do not exceed 50 words.
8. You are Vivek Guha. You have received an invitation from Mr. Sunil Dhariwal for the graduation party of his son, Akash. Write your reply to the invitation expressing delight at receiving the invitation and informing the host that you will attend the party. Do not exceed 50 words.
9. The Sports Captain of Keshar Public School, Jodhpur, invited Sh. Mohamad Yunus Khan, Minister of Youth Affairs and Sports, to be the Chief Guest on the occasion of the Annual Sports Day of the school. On behalf of the minister, draft a reply to the invitation expressing your inability to attend the function. Do not exceed 50 words.
10. The Head Girl of St John's School, Jammu, invited Sh. Ramesh Kumar, Minister of Youth Affairs and Sports, to be the Chief Guest on the occasion of the Annual Day Celebrations of the school. On behalf of the Minister draft a reply accepting the invitation. Do not exceed 50 words.
11. Your friend's brother has successfully completed his Chartered Accountancy Examinations. She is hosting a grand party to celebrate the occasion. Write a reply accepting the invitation. Do not exceed 50 words.
12. You have received an invitation to the wedding of Jivitesh (D/o Dr. Chetan Khanna) on 16 January, 2023. Design a reply accepting the invitation. Do not exceed 50 words.
13. You are Akshay/Varsha. You have been invited to attend the wedding of your friend's sister during summer vacation. Respond to the invitation, regretting your inability to attend it. (50 words)
14. You are Manoj/Mini. You have been invited to attend the birthday party of your closest friend. Respond to this invitation. (50 words)
15. You are SK Raman of Mysore. Prepare a formal reply expressing inability to attend the marriage of a colleague owing to a prior engagement. (Word Limit: 50 Words)