

## **Letter to Acceptance, Letter to regret- Letter of Invitation**

### **Formal Acceptance**

Mr. and Mrs. S.P. Sinha have much pleasure in accepting Mrs. and Mr. M.K. Jain's kind invitation to Dinner on Friday, 12<sup>th</sup> May at 8.30 P.M.

22, The Mall

Kanpur

### **Informal Acceptance**

Dear Mrs. Bhaskar,

Thank you so much for your kind invitation to Dinner on Sunday next. Rest assured both my husband and I will be most pleased to attend.

Yours sincerely,

Sadhsna Verma

### **Formal Regret**

Mr. and Mrs. S.P. Sinha much regret that owing to Mrs. Sinha's illness, they are unable to accept Mr. and Mrs. M. Jain's kind invitation to dinner on Friday, the 12<sup>th</sup> May, 20...

### **Informal Rejection**

Dear Mrs. Bhaskar,

Thank you so much for your kind invitation to Dinner on Sunday next. Unfortunately, we already have an engagement that evening, we regret our inability to attend.

Yours sincerely,

Sadhna Verma