

# Invitation and Replies

## Format, Examples

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### Invitation and Replies Format, Examples Invitation and Replies Format, Examples

Invitations are of two kinds:

- Formal → invitation card/letter → In a fixed format
- Informal → A letter or a note → Free handwriting

Formal invitations are sent to relatives, friends, acquaintances, etc. on social occasions. A simple yet elegant printed card is preferred.

Invitations are written in the third person.

Example:

- Mr. and Mrs. S. Surendran request the pleasure of the company of Mr. and Mrs. Rajkumar.....

Note that the English etiquette requires the husband's name to be written first. Example:

- Mr. and Mrs. G. Joseph

Avoid the use of abbreviations for the names of guests, days, dates. However, the abbreviation RSVP (Repondez'il Vous plait) which means "Please Reply" is put at the bottom.

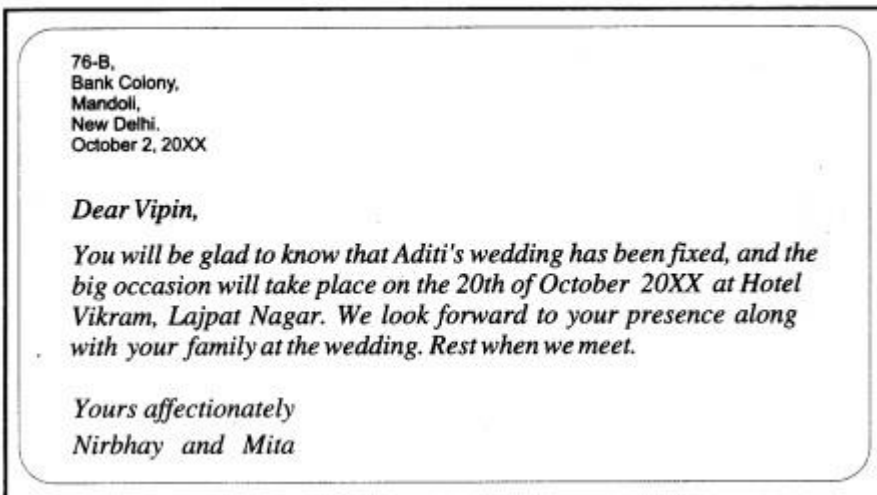
The subject matter is written in the centre setting. Details such as an address, dress code, or any other instructions are written at the bottom to the left or the right as per choice or convenience. ♦ Sample Invitations

#### 1. Formal Invitation (4marks)

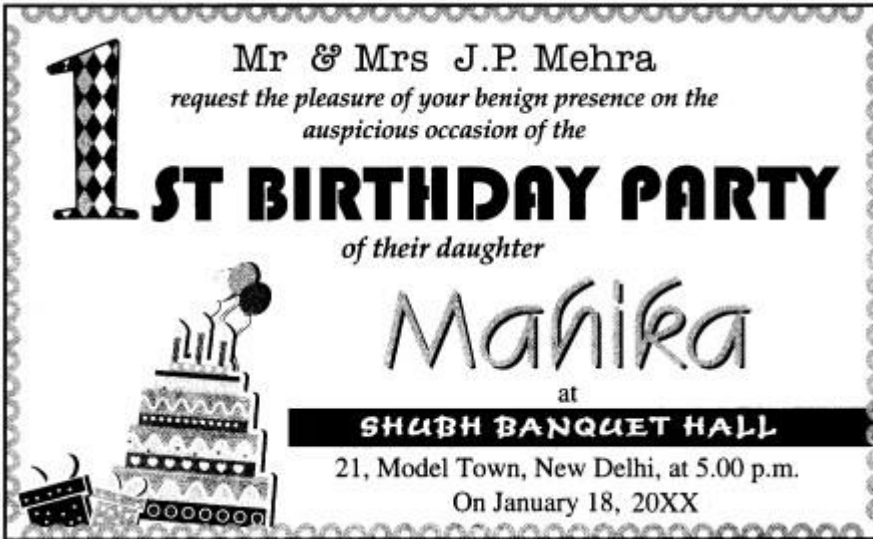




Informal Invitation (4marks)



2. Formal Invitation (4marks)



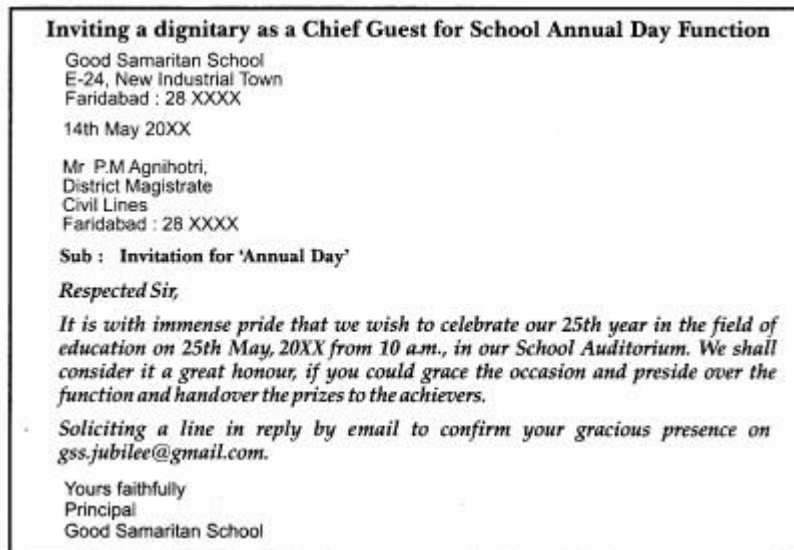
Informal Invitation (4marks)



3. Sample Formal Invitation (4marks)



4. Formal Invitation – Letter Format (Format-Similar to a formal letter) (4marks)



5. Formal Invitation (4marks)

### Inviting a Person as a Judge

St. Martins School  
Ram Mandir Road  
Vir Park  
Mumbai : 4000XX

6th September 20XX

Mr. Rahul Sudama  
Principal  
Stephen's School  
Mumbai

**Sub : Invitation to Judge 'Inter School Debate 20XX'**

*Respected Sir,*

*St. Martins has been given the privilege of hosting this year's "Inter School Debate 20XX".*

*We would be greatly obliged if you could spare time from your busy schedule and be the Chief Judge for the event. The programme is on 25th September 20XX, between 9.30 a.m. – 3.30 p.m. in the school auditorium.*

*Kindly confirm your availability at the earliest and oblige. Please send an email to [stmartins.school@yahoo.com](mailto:stmartins.school@yahoo.com).*

Yours Sincerely  
*Namal Kaur*  
HOD. Dept. of English

### 6. Informal Invitation (4marks)

765, Rahat Colony,  
New Delhi.  
January 17, 20XX

*Dear Bhaveen*

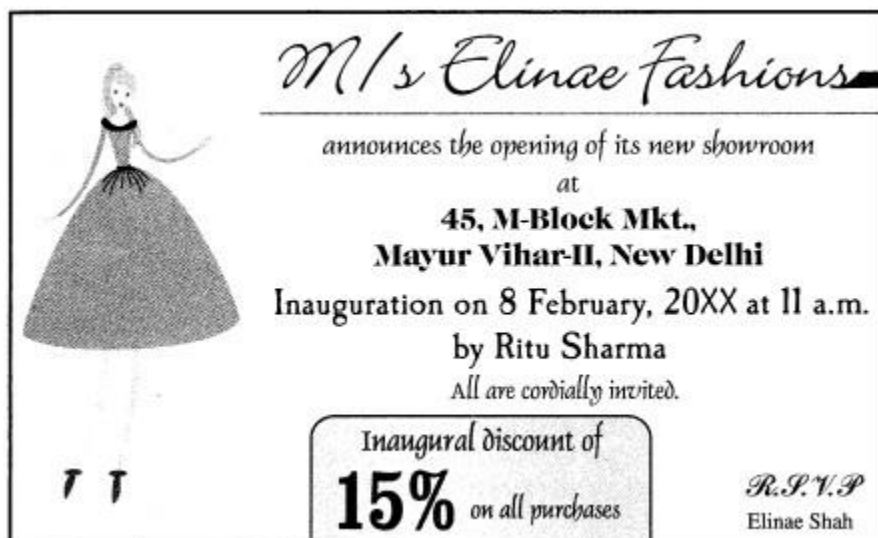
*You have always wanted to see my school. Here is an occasion where you can see it in all its grandeur—come and join us for the Annual Day function of my school on 1 February, 20XX at 10 a.m. I am sure you will have a great time.*

*Do bring along Aunty, Uncle and little Shloka.*

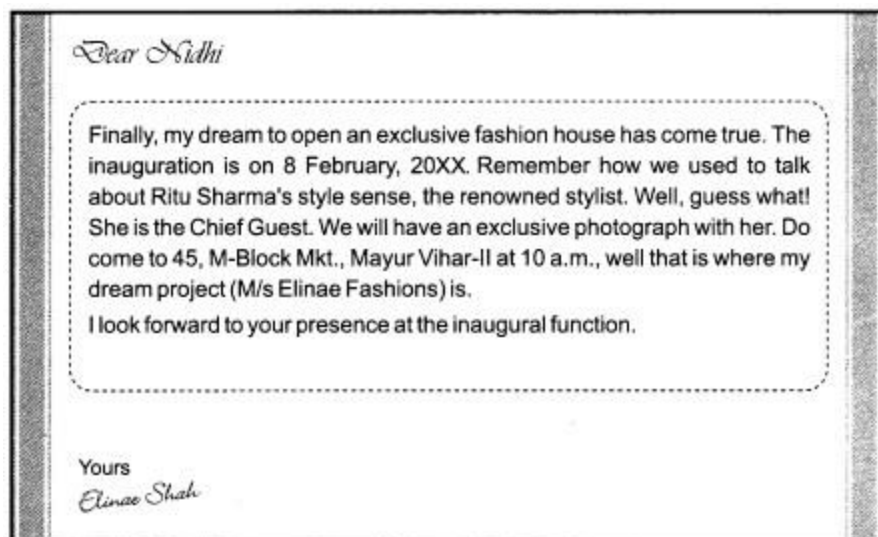
Your Aunt  
*Ridhima*

### 7. Sample Formal Invitation (4marks)





Informal Invitation (4marks)



◆ Informal Invitation:

#### Question 8.

Vikasananda School, Bhamti, Nagpur is celebrating its Annual Prize Distribution Function on 14 August. As Mr. Gopinath Munde, Principal of the school, draft an invitation, in not more than 50 words, to be sent to the parents and guests.

(a) .....



of

(b) .....

cordially invite

(c) .....

to

(d) .....

(e) ..... (f)

.....

*Brig. R.K. Gadhoke, Chairman, 'Managing Committee*

(g)

.....

(h)

.....

*R.S.V.P.  
Gopinath Munde  
Principal*

*Programme  
4.00-5.30 p.m.—Prize Distribution  
5.30-6.00 p.m.—Tea*

Answer:

- (a) The Principal, staff, and students
- (b) Vikasananda School, Bhamti, Nagpur
- (c) (Name)
- (d) The Annual Prize Distribution Function
- (e) at 4.00 p.m. on Friday, 14 August 2015
- (f) in the Air Force Auditorium, Bharti
- (g) has kindly consented to be the Chief Guest (h) and give away the prizes.



Question 2.

You are the President, Literary Society of Sunshine International School. Draft an invitation to the author, Ms. Manjul Bajaj requesting her to conduct a workshop on creative writing in your school. You are Romi/Rohit. (4 marks) Answer:

Question 3.

Dear Ms. Manjul Bajaj

To encourage literary skills among students, our school is celebrating Tolstoy Week from August 1- August 7, 20XX. We would be grateful if you could grace the occasion and conduct a workshop on creative writing in our school.

For any further clarification, please contact Mr. Ramakant Mishra, The Principal at 9543210671.

**Venue:**

School Conference Hall,  
Sunshine International School,  
Dwarka, New Delhi Time: 10  
a.m.

Date: 3 August, 20XX

Romi

President

Literary Society

Sunshine International School Dwarka,  
New Delhi

On 30th November your school is going to hold its Annual Sports Day. You want Mr. Dhanraj Pillai, a noted hockey player to give away the prizes to the budding sportspersons of the school. Write a formal invitation in about 50 words requesting him to grace the occasion. You are Karuna/Karan, Sports Secretary, Sunrise Global School, Agra. (4 marks) [CBSE (AT) 2016] Answer:

**The Principal, Staff, and Students of**

**Sunrise Global School**

**Cordially invite**

**Mr. Dhanraj Pillai**





to grace us on our Annual Sports Day and give away the prizes to the budding sportspersons of our school.

For any further clarification, please contact Mr. Ramakant Mishra, The Principal at 9543210671.

**Venue:** School Ground

**Time:** 10 a.m.

**Date:** 30th November, 20XX

R.S.V.P.

Karuna

Sports Secretary Sunrise Global School Agra

Question 4.

Sunrise Global School, Agra is going to organise a one-act play competition in the school auditorium. You have decided to invite noted stage artiste, Nalini to grace the occasion. Draft a formal invitation for her in about 50 words. You are Karuna/Karan, Cultural Secretary. (4 marks) [CBSE Delhi 2016] Answer:

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**The Cultural Club**

**Sunshine Global School**

**Cordially invites**

Padmashri Ms. Nalini (Danseuse)

To grace the “TAGORE WEEK Celebrations”



“One Act Play Competition”

Venue: School auditorium

Time: 10 a.m Date:

3 April, 20XX

R.S.V.P.

Karuna

Cultural Secretary

Sunshine Global School

Agra. 984xxxx001

**Question 5.**

You are Dhruv/Deepa. Your father, Shri Dheeraj Garg of Gurugram wants you to draft an invitation to be sent to friends and relatives on the occasion of your elder sister’s marriage. Prepare the invitation giving necessary details in not more than 50 words. (4 marks) [CBSE (1/2/1) 2019]

**Answer:**



Mr. and Mrs. Dheeraj Garg request the  
pleasure of your company on the auspicious  
occasion of their daughter  
Kanika  
(D/o Mr. and Mrs. Dheeraj Garg, Gurugram)  
With  
KUNAL  
(S/o Mr. and Mrs. Amber Sharma, Gurugram)  
On Saturday, February 22, 20XX  
At  
Tivoli Gardens, Gurugram  
Programme  
Saturday, February 22, 20XX  
Reception of Baraat: 8 p.m.  
R.S.V.P.  
Mr. and Mrs. Dheeraj Garg Contact no: 98xxxxxxx  
With best compliments from  
All relatives and friends

### ◆ Replies:

A reply to an invitation is as formal as the invitation itself. A reply to an invitation is essential to appreciate the host's feelings and letting the host know whether you are attending the function or not. This helps him/her to make arrangements accordingly. ◆ **Main Characteristics:**

The reply to an invitation must acknowledge the invitation by expressing thanks. The reply should mention whether the invitation has been accepted or refused (specify reason) using a warm and specific language. The reply should be brief and specific. Do remember to include greetings like 'Best Wishes' in case you are declining the invitation.

### ◆ Sample Formal Replies

Accepting the Invitation (Formal) (4 marks)



Mr. Vipin thanks Mr & Mrs. Khanna for their kind invitation to their daughter Aditi's marriage on 20th January, 20XX at 10 a.m. and has great pleasure in accepting it and confirms his presence at the venue of the scheduled time.

#### **Declining the Invitation (Formal) (4 marks)**

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Mr Vipin thanks Mr & Mrs Khanna for their kind invitation to their daughter! Aditi's marriage on 20th January, 20XX at 10 a.m. but regrets his inability to attend due to a prior engagement. He wishes Aditi a happy married life.

#### **Sample Informal Replies**

##### **Accepting the invitation (4 marks)**

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21, Professors' Colony,

Coimbatore

10th January, 20XX Dear Nirbhay and Bhabhiji,

I am pleasantly surprised to receive your invitation to Aditi's wedding. Has she grown so big? I still remember her as the little girl with two ponytails in a pink frock, eating chocolates, and throwing tantrums upon refusal.

Well, it is really a big occasion for me. I will be delighted to join in the celebration and bless the newly-wed couple.

And yes, as requested the whole family is coming too.



Yours

Vipin

Declining the Invitation (4 marks)

21, Professors' Colony,  
Coimbatore 10th January, 20XX

Dear Nirbhay and Bhabhiji,

I am pleasantly surprised to receive your invitation to Aditi's wedding. Has she grown so big? I still remember her as the little girl with two ponytails in a pink frock, eating chocolates, and throwing tantrums upon refusal. Well, it is really a big occasion for me and I would have loved to join you on the auspicious occasion, but my father is in the hospital. He had surgery last week and: needs constant care. I really feel bad not to be able to personally join the occasion and bless the newlywed couple. Please accept my best wishes. I am writing to Aditi separately.

Yours

Vipin

