

## INVITATIONS AND REPLIES

Invitations are extended to relatives, friends, acquaintances and clients on a number of social occasions like marriages, births, engagements, deaths, or other public functions. Invitations are of two types:

### FORMAL invitations and INFORMAL invitations

**They can be printed on cards or can be drafted in the form of letters.**

### FORMAL INVITATIONS

Formal invitations are sent to relatives, friends, acquaintances on special occasions. A simple and elegant card is printed for formal occasions. In such cases, invitations are written in third person. (Ex. Mrs and Mr S. Sundaresan request the pleasure of the company with ...). Avoid use of abbreviations for the names of guests, days and dates. The subject matter is written in the centre setting.

### Important points to be noted while designing an invitation in the card format.

- ❖ Name of the host
- ❖ Formal phrase of invitation , for example :-
  - Request the pleasure of your benign presence/company.
  - Seek your auspicious presence.
  - Solicit your gracious presence on the auspicious occasion.
- ❖ The date, time and venue of the event.
- ❖ The occasion/reason of the invitation.
- ❖ These are written in the third person. In case a VIP is invited as the chief guest the name of the VIP must appear prominently.
- ❖ Name of the invitee is not to be included. The addressee's address is to be written only on the envelope.
- ❖ Simple Present Tense is to be used.
- ❖ The date of writing is not to be given.
- ❖ There is no signature of the host.
- ❖ The abbreviation RSVP (French : repondez s'il vous plait ) i.e. 'please reply' is written below on the left with name(s), address and phone number of the host(s)
- ❖ Put the invitation in a box.
- ❖ The font size needs to be varied to show the differences in the lines of the invitation.
- ❖ Word limit - 50

### Replying to an invitation is essential for two reasons

- to appreciate the host's kindness in inviting you to the occasion
- to let the host know whether you are attending the function or not in order to enable him/her to make arrangements accordingly.

The layout of a formal reply to an invitation is much the same as the invitation itself.

1. The lines may be written in ordinary prose but the language used is formal.
2. The reply is written in the third person and there is no address or date.
3. You may accept or decline the invitation.

**SAMPLE-FORMAL INVITATION(CARD)**

Your father, Mr. Raj Kumar Gupta , residing at K-18 ,13<sup>th</sup> 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 GRACIOUS presence at the  
**Grand Celebration Party**  
of their son Rohit's success in the  
**IIT-JEE ENTRANCE EXAMINATION**  
at  
**8.00 p.m.**  
On  
**15<sup>th</sup> August , 2016**  
at  
**UTSAV BANQUET HALL**  
84-Dr. Raj Kumar Road, Rajaji Nagar  
Bangalore-55

Compliments from Friends and Relatives  
RSVP  
k-18, 13 th Cross ,Malleswaram  
2712001/9732966964

**SAMPLE 2**

Design a formal invitation for your 'School Annual Sports Day' to be held in July. Give necessary information. Also accept and refuse the invitation.

**The Management, Principal, Staff and  
Students**

of  
**ST. ANDREW HIGH SCHOOL  
Nagpur**



request your benevolent presence  
on the auspicious occasion

of

**THE ANNUAL SPORTS FUNCTION**

of their school

At 10.00 a.m. on July 15, 2016

**Mrs. Mahadevi Thakur(MLA)**

will preside over the function as Chief Guest and  
distribute the prizes to the winners.

**R.S.V.P :**

Principal  
**ST. ANDREW HIGH SCHOOL  
Nagpur.**

**Acceptance of Formal Invitation**

Mrs. & Mr. Dinesh Ojha happily accept the Annual Sports Day invitation of St. Andrew High School on July 15, 2016 at 10:00 am and look forward to attending it.

**Refusal to Formal Invitation**

Mrs. & Mr. Kumar regret to inform that they would not be able to attend the Annual Sports Day of St. Andrew High School on 15 July 2016 due to prior engagements. However, they express their thanks for the kind invitation and wish the function a grand success.

### **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.

### **SAMPLE-FORMAL INVITATION-LETTER FORMAT**

Kamala Nehru School  
Cantonment  
Bangalore

17<sup>th</sup> August, 2016

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

Sub: Invitation---Annual Day Function

Sir,

It gives us immense pleasure to inform you that we are celebrating our school's Annual Day function on 29 August, 2016 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

Sd/-

Principal

**Replies are sent either accepting or declining the invitation in a letter format to the person who has invited the guest. While declining the invitation please state the reason.**

### **INFORMAL INVITATION AND REPLIES**

The following points are to be remembered while writing informal invitations.

- Written in a letter form, in informal format. Such letters are very persuasive in nature.
- Written in the first person.

- Salutation is 'dear + name'.
- Complimentary close 'yours sincerely'.
- Date of writing the invitation is given.
- The sender's address appears on the left hand side.
- Various tenses used to suit the sense.

### REPLIES

- Like an ordinary letter
- Do not use any formal expressions but use informal words and expressions
- Use the first person (I, We)
- State the reason if you are expressing your inability to attend

### SAMPLE

**You are Mercy, a middle-aged housewife whose son has just cracked a tough engineering examination. You are extremely happy and have decided to organise a puja at your residence wherein you plan to invite all your friends. Write an invitation letter and two replies in response to it. One should show acceptance and the other refusal.**

Seva Kuteer

Banjara Hills

Hyderabad

August 17, 2016

Dear Mini

You will be glad to know that my son has secured the 49<sup>th</sup> rank in the All India Engineering Entrance Examination. He has really done us proud and I plan to celebrate this occasion by organising a puja on Sunday which will be followed by dinner. I request you to come over along with your whole family.

Yours sincerely  
Mercy

### Acceptance of Informal Invitation

A/7, Harding Road

Hyderabad

August 17, 2016

Dear Mercy

I was delighted on reading about your son's achievement. It is indeed a remarkable feat. My family and I will surely attend the puja at your house on Sunday.

Yours sincerely  
Mini

**Refusal of Informal Invitation**

Yamuna Apartment

Adarsh Nagar

Hyderabad

August 17, 2016

Dear Mercy

I offer my heartiest congratulations to you on your son's success. We would have loved to attend the puja at your house but unfortunately we are leaving for Kodaikanal on Friday. We will return by the end of next week. I am extremely sorry but we will surely pay you a visit once we are back.

Yours sincerely  
Jolly