

LETTERS OF INVITATION

- Letters of invitation can be formal or informal depending on the situation and who we are writing to. They usually contain some additional information, for example: latest news, description of the event (party, wedding, etc.) place (hotel, house, etc.) and/or directions to the place.

Introduction

Paragraph 1 - reason(s) for writing (to invite)

Main Body

Paragraphs 2-3 - details / directions

Conclusion

Final Paragraph - closing remarks

Full name

Useful Language for Letters of Invitation

Opening Remarks:

Formal

- We would be honoured if you...
- I cordially invite you to...
- Your presence would be appreciated at...
- You are invited to attend...

Informal

- I'm writing to invite you to...
- I'd love it if you could come to...
- We're organising a ... and would love it if you could come

Closing Remarks:

Formal

- We would be grateful if you could...
- Please indicate whether you will be able to attend

Informal

- I hope you'll be able to make it...
- Hope you can come
- Looking forward to seeing you then
- Please let me know as soon as possible

Directions can be introduced by using some of the following expressions:

- In case you don't know the way...
- I'll give you some directions...
- I have included some directions...
- Here are a few directions so you don't get lost
- In case you do not know the exact of the...

Accepting an Invitation

Introduction

Paragraph 1 - thanks for invitation

Main Body

Paragraphs 2-3 - acceptance of invitation, further comments

Conclusion

Final Paragraph - closing remarks

Full name

Useful Language for Letters Accepting an Invitation

Opening Remarks:

Formal:

- I am writing to thank you for the kind invitation
- Thank you for the kind invitation which I would be honoured to accept

Informal

- Thanks for the invitation to ..., sounds lovely...

Closing Remarks:

Formal:

- I look forward to seeing you...
- We wait the event with great anticipation

Informal:

- See you then
- We're really looking forward to it

Refusing an Invitation

Introduction

Paragraph 1 - thanks for invitation

Main Body

Paragraphs 2-3 - refusal of invitation, giving reasons

Conclusion

Final Paragraph - closing remarks

Full name

Useful Language for Letters Refusing an Invitation

Opening Remarks:

Formal

- We thank you for your recent invitation to ... but...

Informal

- Thank for the invitation, but...
- Thanks for inviting me to ..., but I'm afraid I can't come

Closing Remarks:

Formal

- I am sorry to miss the opportunity of...
- Thank you again for the invitation...
- I hope we will have the opportunity to meet

Informal

- I hope we can get together some other time
- I'm really sorry we'll have to miss it