

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I am pleased to accept your invitation to [name of event] on [date of event]. [Name of guest] and I will both attend at [time of event].

Thank you for the invitation. We'll be glad to visit [location of event].

We will see you on [date of event].

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]