



INDIAN SCHOOL AL WADI AL KABIR

Class: XII	Department: ENGLISH	2025 – 2026
	Topic: INVITATIONS AND REPLIES	Note:

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. Kumar 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

SAMPLE-FORMAL INVITATION (CARD)

1. FORMAL INVITATION CARD- SCHOOL FUNCTIONS

01 Formal Invitation

You are a student of Sacred Heart Convent School, New Delhi. The school is holding its Annual Function at 5:00 p.m. on 5 September, 2021. The Education Minister of the state has consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees.

Formal Invitation	
Host	The Principal, Staff and Students
Name of the Institution	of Sacred Heart Convent School, New Delhi
Occasion	request the pleasure of your company on the occasion of THE ANNUAL FUNCTION
Date, Time, Venue	Tarang at 5:00 p.m. on 5 September, 2021
Chief Guest	in The School Auditorium
Contact Details	SH. MANISH SISODIA Education Minister, New Delhi
Special Instructions	has kindly consented to be the chief guest and give away the prizes. R.S.V.P. Principal Sacred Heart Convent School New Delhi Instructions 1. The card admits two persons only 2. Please be seated by 5.30 p.m. 3. The use of mobile phones and cameras is prohibited

2. FORMAL INVITATION CARD- SOCIAL OCCASIONS

You are Dhruv/Deepa. Your father Shri D.K. 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.

Formal Invitation

Mr. and Mrs. M.N. Garg solicit your gracious presence on the auspicious occasion of the marriage of their grand daughter PRIYA (Daughter of Mrs. Geeta and Mr. D.K. Garg) <i>With</i> SHAKTI (Son of Mrs. Babita and Mr. S.K. Aggarwal) <i>on</i> 27 June 2021 at 8:00 p.m. <i>at</i> Red Carpet, Party Lawn, Sector-10, Gurugram		
<i>R.S.V.P.</i> D.K. Garg B-36, Sector-10, Gurugram Ph.: 9868xxxxxx		<i>With best compliments from:</i> D.K. Garg & All Relatives

3. 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

17th August, 2024

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

Sub: Invitation to the 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, 2025 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/ Truly

Sd/-

Principal

PS: ('Sincerely' is to be used if you address someone by name. Eg. Dear Mr. Gupta)

FORMAL REPLIES

TOP TIPS



FORMAL REPLIES – Acceptance/Refusal

Important Points to Remember

- Acknowledge the invitation – Expression of gratitude for the invite (Could include an appreciation of the initiative)
- Be brief and specific
- Use third person
- Not to be signed at the end
- When accepting the invitation, confirm about relevant details such as date, time, etc. Venue need not be confirmed.
- If declining the invitation, give reason(s) for declining the invitation. Also convey your best wishes for the function.
- Give date and address at top-left hand corner.

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► Formal Reply – Acceptance

You are Mr. A.K. Gupta of 7 Park Avenue, Delhi. Draft a reply accepting an invitation to attend a house warming party hosted by your colleague, Mr. S.K. Sharma.

9 January 2021

7, Park Avenue
Delhi

Mr. and Mrs. A.K. Gupta express their kind gratitude to Mr. and Mrs. S.K. Sharma for their cordial invitation on the house warming party on 17 January 2021 at 11 a.m., which they are delighted to accept. It is their great pleasure to attend the function.

04**▶ Formal Reply – Refusal**

You are Mr. A.N. Jain of C-9/270, Yamuna Vihar, Delhi. Draft a reply of refusal expressing inability to attend a birthday party hosted by your colleague, Mr. S.K. Jain.

12 June 2021

C-9/270, Yamuna Vihar,
Delhi

Mr. and Mrs. A.N. Jain express their gratitude to Mrs. and Mrs. S.K. Jain for their cordial invitation on the birthday party of their daughter, Shreya but regret their inability to accept the same due to some urgent and unavoidable assignment abroad. They congratulate and convey their heartiest wishes to Shreya for her all future endeavours.

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.

SAMPLE

05**▶ Informal Invitation**

Mr. and Mrs. G. Prasad of 17 Sector 10, Noida, have decided to have a party on the occasion of the 20th birthday of their son, Mannu. Write an informal invitation for Mr. A.K. Gupta giving details of the date, time and venue.

Informal Invitation

Sender's address	←	17, Sector 10 Noida
Date	←	8 October 2021
Salutation	←	Dear A.K. Gupta
Invite, Occasion, Time, Date & Venue	←	We have much pleasure in inviting you to the 20th birthday party which we are giving for our son, Mannu, at 6:30 p.m. on 14 October at our residence. We hope that you will be able to come and grace the occasion with your benign presence.
Complimentary Close and Sender's Name	←	Yours sincerely Mr. and Mrs. G. Prasad

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

Acceptance of Informal Invitation

A/7, Harding Road
Hyderabad

August 17, 2019

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

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▶ Informal Reply -
Refusal

You are Mr. A.N. Jain of C-9/270, Yamuna Vihar, Delhi. Draft an informal reply of refusal expressing inability to attend a birthday party hosted by your colleague, Mr. S.K. Jain.

Sender's address	←	C-9/270, Yamuna Vihar Delhi
Date	←	12 June 2021
Salutation	←	Dear Mr. S.K. Jain
Acknowledging invitation, Refusal, Reason, Follow-up	←	Thank you for your kind invitation on the birthday party of your daughter, Shreya. I am sorry to say, however, that I shall not be able to come to the party as I shall be out of station that week due to some urgent prior engagement. I convey my heartiest wishes to Shreya for her all future endeavours.
Complimentary Close and Sender's Name	←	With warm regards, Yours sincerely A.N. Jain

PRACTICE QUESTIONS

1. You are a student of Newton Public School, Nagpur. The school is holding its annual function on Saturday, the 15th November, 20XX at 11 a.m. The HRD Minister Dr M.M. Joshi has consented to be the chief guest. Design an invitation card to be sent to the parents and other invitees. Do not exceed 50 words.
2. You are the Principal of Zodiac Senior Secondary School, Ooty. The school has completed 25 years of its meritorious services to the society. The Silver Jubilee

Celebrations are to be held on Sunday, the 26th October, 20XX. Mrs M. Kamath, the founder Principal will preside. Draft a suitable invitation to be sent to important dignitaries of the city and the parents of students.

3. You are Sachin Bansal, the Head Boy of Springdales Public School, Gurgaon. Your school is holding an inter-school T-20 cricket championship from 2 Oct. to 8 Oct., 20XX. Write a formal invitation to Sh. B.S. Bedi, the legendary cricketer, to inaugurate the championship on 2 Oct. 20XX at 10 a.m. at your school grounds.
4. You were invited by the local unit of Boogie Woogie, a talent search organisation, to make a selection of the local teams for participation in the zonal competition and performance at the national level. But you are not in a position to do so because you have met with an accident. Write a letter to the convener regretting your inability to honour the request explaining to him your position. You are Arun/Aruna Joglekar.
5. You have received an invitation to attend the prize giving ceremony on the occasion of the Regional Social Sciences Exhibition. Write a letter to the Secretary of the 'The World View' (the organiser of the exhibition) informing him about your inability to attend. Give three reasons.
6. Write an informal reply to your pen-friend in the U.K assuring her of all help and guidance during her planned forthcoming visit to India.
7. You are Arun/Aruna. You have been invited to attend the wedding of your friend's sister during summer vacation. Respond to the invitation accepting the invitation.

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