**Sample Thank You Letter for Invitation:**

(insert recipient address)

(insert date)

Dear Mr/Mrs/Ms (enter full name),

Thank you for your kind invitation to your annual business celebration/event/lunch meeting that took place last week/last Friday/yesterday. It was a pleasure to have received your invitation and the event/celebration was a complete success.

I feel honoured to have been a part of this great celebration and appreciate all the efforts that were put in to make the day/evening so great as all the guests thoroughly enjoyed it.

We hope to be able to see you again soon during one of our future events. Once again, congratulations on a fantastic function.

Kind regards,

(signature)

(enter name)

(enter contact details)