From:

Amanda Smith

26 Joseph Street

New York

Date: July 7, 2015

To:

John Jackson

12 Richmond Street

New York

Dear Mr. Jackson,

We are elated to invite you for our daughter’s wedding. The purpose of writing this letter is to invite you as the Chairman of the wedding ceremony. Our daughter, Jessica is really attached with you and we would be really happy if you can join the celebrations as the chairman. The details of which have been mentioned below:

Date of Wedding: 1st August 2015

Venue of Wedding: St. George Church

Time of Wedding: 10 a.m. onwards

Venue of Reception: Sunrise Hotels

Time of Reception: 8 p.m. onwards

We are hopeful that you will accept our request and will be present on the special day to give your blessings to the couple. We would be happier if you can bring your wife and kids along.

Please send the confirmation of your presence so that we can make the required arrangements.

You hope to see you on this event.

Thanking you.

Truly yours,

Amanda Smith