

MAIL to SELF

To,

Ms. Lily Evans

Date (Date on which letter is written)

From,

Sub: Sincere thanks for accepting the invitation.

Dear _____ (Mr./Ms),

We sincerely Thank you for accepting our invitation and taking out your precious time to attend the Founders Day event of our school. It is a very important day for our school, and we are delighted to have you as the Chief Guest for this event. Your presence will make the event more joyous and memorable.

The students are delighted to have your presence amidst them. On the occasion of the Founders day, we request you to deliver a lecture on the "Right to education for all". It will be an honor for the students and the teachers to hear you speak on the subject of education and it will help the students in their future endeavors.

If you have any questions or need any clarification with regard to the event, please do let me know. I will ask Mr. Jones, our school instructor to get in touch with you.

Once again, I would like to Thank you for accepting the invitation and gracing the occasion. We are looking forward to seeing you at the event.

Thanks & Regards,

(_____)

Your full name along with signature.