

# MAIL to SELF

To,

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Date (Date on which letter is written)

From,

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Sub: Sincere thanks for accepting the invitation.

Dear \_\_\_\_\_ (Mr./Ms),

I am grateful you accepted our invitation to conduct a seminar on commercial pottery for the underprivileged woman in Charing Cross women's shelter.

As you are aware our organization strives to provide these women with skills that will make them independent and self-sufficient. A discussion with you will surely boost the morale of these women.

You have achieved a great deal of success in empowering women and making them confident in their abilities. You have ensured that your company employs these women and have given them respect and dignity. A lot of women owe their success to you and your belief in them.

The event begins at 10 AM on the 17<sup>th</sup> of November. We will arrange for your pick up, and we will let your office know about all the other details. We have made all arrangements for the event and have also roped in volunteers from various strata of the society. We hope this seminar will act as a stepping stone for these women.

Once again, thank you for accepting the invitation to this event we earnestly hope to see you there.

Warm regards,

Your full name along with signature.