

Letter to Accept an Invitation to a Business Appointment

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am honored to receive an invitation from you for this important business appointment and I humbly thank you for including me in the invitees. As you mentioned, the meeting is about [enter details], I expect that this will benefit many of us. I also anticipate this meeting as a way to strengthen the business bonds. There is no way that i would want to lose such a big opportunity to attend this important meeting. Much cordially, I am accepting your invitations and assure to join you there at the appointment on [enter date]. Thank you!

[You're Name]

[Senders Title] -Optional-