**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

**Date:** [Insert Date]

**To**  
[Host’s Name]  
[Organization/Company Name]  
[Address]

**Subject:** Acceptance of Lunch Invitation

Dear [Host’s Name],

I hope this message finds you well.

Thank you very much for your kind invitation to the lunch event scheduled for [insert date] at [insert venue]. I am pleased to accept your invitation and look forward to the opportunity to join you and the other guests.

It will be a pleasure to share this time together, and I appreciate the thoughtfulness and effort you’ve put into organizing the gathering. Please let me know if there are any preparations or contributions expected from my side.

Looking forward to a delightful and memorable occasion.

Warm regards,  
**[Your Full Name]**