



To,

Mr. Richard Brooks

Date 20/10/2021

From,

Thomas Erikson

Lincoln Art Gallery

Sub: Sincere thanks for accepting the invitation.

Dear Mr Brooks,

Warm greetings! We wholeheartedly Thank you for accepting our invitation and taking out your valuable time to attend the Art Gala on 12th November 2021 (mention the name of the event/function). Your gracious presence will make the event more memorable, and we are truly looking forward to your presence.

We have enclosed the itinerary of the event. If you have any suggestions, kindly let us know. We would be glad to implement the same.

We will be arranging for a conveyance so that you can reach the venue without any hassle. The driver details will be emailed to you a day before the event.

I would like to Thank you once again for accepting my invitation. It will be a pleasure to have you grace the event.

Looking forward to seeing you,

Yours truly,

(Thomas Erikson)

Your full name along with signature.