

MAIL to SELF

To,

Date (Date on which letter is written)

From,

Sub: Sincere thanks for accepting the invitation.

Dear _____ (Mr./Ms),

I was immeasurably pleased to know that despite your extremely busy schedule you accepted our invitation to conduct a Dance workshop in our University. Thank you so much for accepting our invitation. The students are thrilled beyond words to have your esteemed presence and the opportunity to learn from you.

It is indeed an honor for our University to host you for a 3-day workshop from 17th Nov- 19th Nov. It will be very kind of you if you could also deliver a lecture on "Dance and Discipline". This will surely motivate the students and instil discipline in their lives. The detailed schedule for the workshop is attached along with this letter. We have made arrangements for your accommodation in the guest house within the university premises. If you have any specific requirements, please do let me know. I will ask Sara Mathew, who is our Secretary of our Students Association to get in touch with you.

Thanking you.

Yours truly,

Your full name along with signature.