

MAIL to SELF

To,

Date (Date on which letter is written)

From,

Sub: Sincere thanks for accepting the invitation.

Dear _____ (Mr./Ms),

I am extremely happy to see that you have accepted our offer for delivering a lecture about career opportunities and future prospects to our students in our school. I appreciate your acceptance of this offer, and I am so glad you could take time from your busy schedule.

It will be indeed a great opportunity for our students to hear about different career paths from a Marketing stalwart such as yourself. Your diverse experience in the field of marketing, media and advertising will surely motivate and encourage the students to explore and plan for a successful career. Our students are looking forward to learning some lessons from you before they commence their professional life. Your valuable guidance will definitely help them to make the right decisions. We will encourage more students to participate in this seminar and make it a grand success.

I can meet you on 10th November, Monday at 10.00 a.m at your office to discuss the details of the program. Please do let me know if this time suits you.

Thank you for accepting our invitation. We wholeheartedly appreciate your presence amongst us.

Yours Sincerely,

Your full name along with signature.