

Sender's Full Name

Your address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

My sincere gratitude and thanks for inviting us to your residence last week. It was a perfect opportunity to get introduced to your lovely family and catch up after a long time.

I particularly enjoyed the evening chats over our bedtime tea and hope we did not intrude on your tight schedule. Also, remember that our doors are always open for you whenever you visit this part of the country. Thank you once again for the warm hospitality.

Warm regards,

----- (Sender's Name)