

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company/ Organization

Address of Company/ Organization

Subject: Acceptance of the Invitation to Speak at the Annual Event of Child Rights Organization

Dear ABC (Name of the Organizer),

I am writing this letter to thank you for inviting me and giving me the opportunity to appear as a speaker at the Annual Event of the Child Rights Organization. I am pleased to accept the invitation and honored to know you thought of me. I look up to the work that your organization is doing and want to extend some financial help towards the foundation. Please let me know the medium for donating to the organization.

I also want to thank you for offering the accommodation facilities. But I want to inform you that I have some relatives in New York who are willing to arrange residence for me.

Thank you for the opportunity to speak at the event (Write the name of the event) on May 5th, 2021 (Write the date of the event). I hope my words are able to motivate someone to work and contribute towards child rights. I look forward to meeting you soon.

Sincerely,

(Signature)

Sender's Full Name

