[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: ACCEPTANCE OF INVITATION TO SEMINAR**

Dear [CONTACT NAME],

Thank you for your invitation to the "[NAME OF SEMINAR]" hosted by [NAME OF COMPANY] on [DATE].

I am pleased to inform you that [NUMBER]members of [YOUR COMPANY NAME] will be in attendance. Please send more information about this seminar directly to my attention at my email address [EMAIL ADDRESS]

For your information,the following

 [NAME & POSITION] , [NAME & POSITION]

 [NAME & POSITION] [NAME & POSITION]

will be attending both the [TIME] luncheon andthe following seminar.

As mentioned in your letter, this is an excellent opportunity to enhance our working relationship. We look forward to it!

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]