

[Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]

Dear [Inviter's Name],

I am writing to formally accept your invitation to [event name] scheduled for [event date] at [event location].

Thank you for inviting me, and I look forward to attending.

If there are any additional details or preparations required, please let me know.

Sincerely,

[Your Name]