

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Host's Name]
[Event Address]
[City, State, Zip Code]

Dear [Host's Name],

I hope this message finds you well. I am writing to respond to your invitation for [Event Name] on [Date].

I am pleased to RSVP and confirm my attendance. I look forward to celebrating with you and the other guests.

Thank you for including me in this special occasion!

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]