

**BVP LKR**

**CLASS-12, SUBJECT-ENGLISH**

**DATE-29/01/2022,TEACHER-L.P.SINGH**

**INVITATION (FORMAL & INFORMAL)**

**FORMAL INVITATION:-----**

**Main Characteristics ===**

**An invitation is generally a single-sentence presentation in third person in case of a formal invitation.**

**An invitation should answer five—who, whom, what, when and where. It means name of the host, name(s) of invitee, the occasion, date, time and venue. Any other important detail (like no gifts, no dress code etc.) is also provided.**

**Sample Formal Invitation #####**

**Mrs & Mr N.K. Khanna request the pleasure of your benign presence on the occasion of the Marriage of their daughter**

***Aditi***

***With***

***Mehman***

***(S/o Mr & Mrs Rajeev Arora, Chandigarh)***

***On 20<sup>th</sup> of October 2022 at 6.00 p.m.***

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**Hotel Vikram**

**Lajpat Nagar, New Delhi**

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**R. S. V. P.**

**101, Kailash Colony, New Delhi**

**Mob. 9812115230**

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**Note--- The invitation must be put in a box.**

**Sample Informal Invitation:-#####**

**76-B**

**Bank Colony, Mandoli,**

**New Delhi.**

**October 2, 2022**

**Dear Vipin,**

**You will be glad to know that Aditi's wedding has been fixed, and the big occasion will take place on the 20<sup>th</sup> of October at Hotel Vikram, Lajpat Nagar. We look forward to your presence along with your family at the wedding. Rest when we meet.**

**Yours affectionately**

**Nirbhay and Mita**

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**Note- The informal invitation will be also in box.**