

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for inviting me to the [Name of the Seminar] on [Date of the Seminar]. I am pleased to acknowledge the receipt of your invitation.

I am looking forward to participating in this seminar and engaging with other attendees on [mention topic of interest]. Please let me know if you need any further information from my side.

Thank you once again for the invitation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]