Dear Mr. Hammond,

Greetings of Peace!

Sir, I write to you because I would like to inform you of my intention to accept your invitation to me to be your guest speaker in your class symposium and seminar about political situation of our country. It is an honor to me to be given such invitation and I am very glad to accept it.

I am flattered by your recognition of my knowledge in the Political Science subject that lands me an invitation to be your guest speaker. It will be a wonderful and meaningful event and I am pleased to be part of it. This event is very important as it will apprise our young students of the current political status of our country.

I hope I will be able to impart to your audience particularly the students my knowledge about the subject and exceed your expectations.

Thank you very much and I am looking forward in seeing you soon.

Truly yours,

Atty. John Jacob