Dear Mr. Williams,

Sir, I would like to inform you that I am accepting your offer to me to be the host of your company’s Christmas party. It is an honor for me to be a part of this meaningful event sponsored by your prestigious office and I am very glad to accept it.

I am flattered by your invitation because it shows your appreciation and acknowledgement of my talent as a host. This invitation is also important to me as I would love to entertain your employees with the best wits and hosting as I could.

You can assure that you will be happy with your choice as I will do my very best to give you the happiest, exciting and the most memorable Christmas event celebration you will have. I am hoping that I will exceed all your expectation in inviting me with this meaningful event.

Thank you very much and have a wonderful Christmas!

Truly yours,

Mr. Sunny Dibble