Ms. Gretchen Sparks

130 High Street  
Boston, Massachusetts 02110

January 6, 2011

Ms. Claire Williams

Buffalo, New York 14213-2979

Dear Claire,

Greetings!

I was delighted upon receiving your invitation for our band to be the entertainers for your father’s retirement party.  It is fortunate that the booking we have for the same date has been cancelled and we will be able to make it on the said date.  I am so glad to accept your invitation.  The band has agreed to play at the party for free as I have requested; please accept this as a simple gift.

It has been a long time since I have seen your father and singing during the party would be a most fitting way of honoring him.  I have learned many helpful insights about life from our conservations with your father and I have treasured these through all these years.  It is good to hear that he is finally retiring from work and will now be able to enjoy some leisure time with family and friends.

See you at the party!

Your friend,

Gretchen