

CLASS 12 ENGLISH - INVITATIONS & REPLIES (4 PYQ SOLUTIONS)

Q1. (PYQ - Formal Card Invitation): Sunrise Public School, Delhi is celebrating its Annual Sports Day. Draft a formal invitation card to be sent to parents and guests. (Word Limit: 50 words)

THE PRINCIPAL, STAFF, AND STUDENTS OF
SUNRISE PUBLIC SCHOOL, DELHI

cordially request the pleasure of your company on the auspicious occasion of the

ANNUAL SPORTS DAY

on **Saturday, 24th October 2026**

at **9:30 AM**

in the **School Playgrounds**

***Shri R.P. Sharma** (IPS, Commissioner of Police) has kindly consented to be the Chief Guest and give away the prizes.*

RSVP:

Principal & Staff

Phone: 011-27001234

Word Count: ~48 words

Q2. (PYQ - Formal Reply - Acceptance): You have received an invitation from Sunshine Public School to attend their Annual Function as a Guest of Honour. Draft a formal reply accepting the invitation. (Word Limit: 50 words)

Mr Dr V.K. Verma thanks the Principal and Staff of Sunshine Public School for their kind invitation to attend the Annual Function as Guest of Honour on 15th November 2026 at 10:00 AM in the School Auditorium.

He has great pleasure in accepting the invitation and confirms his presence for the occasion.

Dr V.K. Verma

7th September 2026

Word Count: ~46 words

Q3. (PYQ - Informal Invitation): You are Rohit/Riya residing at 15, Mall Road, Shimla. You are organising a housewarming party. Draft an informal invitation to your close friend invitation. (Word Limit: 50 words)

15, Mall Road
Shimla

7th September 2026

Dear Aman,

I am delighted to invite you to our housewarming party at our new residence on Sunday, 20th September 2026 at 6:00 PM. The celebration will be followed by dinner. Please do join us and make the evening memorable.

Yours affectionately,

Rohit

Word Count: ~45 words

Q4. (PYQ - Informal Reply - Refusal): You are Varun. You have received an invitation from your friend Rahul to attend his birthday party, but you cannot attend due to an exam. Draft an informal reply declining the invitation. (Word Limit: 50 words)

24, Park Avenue
Delhi

7th September 2026

Dear Rahul,

Thank you very much for inviting me to your birthday party on 18th September. Many happy returns of the day in advance! However, I regret my inability to attend as I have an important competitive examination on the same day. Wish you a grand celebration!

Yours warmly,

Varun

Word Count: ~48 words