

Remember that declining an invitation doesn't mean you're rejecting the person who sent it to you. It's simply a statement that you are unable to attend whatever you've been invited to. It's simply a statement that you are unable to attend whatever you've been invited to.

Shaheen Harith Post Tags Have you ever kept your fingers crossed when waiting for your friend to declare the date of her dinner party? If so, then perhaps you know what happens when you are expected to be at two separate functions on one day. Declining an invitation can be so difficult at times that you might end up feeling frustrated at your helplessness. Being polite and rejecting an invitation can be a solution but it cannot be considered complete if not followed with the relevant etiquette. It is quite common that the dates of two get-togethers collide and you have to turn one of them down. However, this turning down has to be neither cryptic nor vague; neither hostile nor overtly apologetic. First of all, thank them for inviting you over; this will convey your gratitude at being considered important enough. This would assure your host that had it not been for unavoidable circumstances, you would have definitely graced the occasion with your presence. Once you receive an invitation to a function, it is quite essential that you think of all the possible ways to make it to the function. **Timely Response** As soon as you get an invitation that you have to decline, call up your host and do the needful within a week or so. This way you can be safe from a situation where you promise them that you will come and then, at the last minute, you realize you cannot go. Check the schedule clearly before responding to such invitations to avoid further problems. **Always Respond** Whether you are going to attend the function or not, you must be responsible enough to let your host know of your decision. This is indeed vital as the host has to make necessary arrangements which depend upon the number of guests that they can expect. **Honesty Still Pays** When you receive an invitation, you should figure out the chances of attending it and provide your reasons honestly. Generally, the best way is to tell the host in person but, these days, speaking to them over the phone is also appreciated. They might have to make arrangements for the same and your sincere efforts at being there might even make them happier than you expect. The host might even shift the dates or re-schedule, depending upon the nature and scale of the event. Is it ok if I visit you and your family next week? Because I have a tight schedule to meet this week. Thank you Michael for your invite, but I have an important meeting the same day. My daughter Sara will be present as a representative of our family. Though it is not considered very nice to decline invitations, certain circumstances in life demand us to do so because of the mixed schedules. The reasons to decline invitations can be many but it is indeed important to stay honest or else you might just have to pay for your lie later. Adopt these ways to leave a good impression on your host and, most importantly, value them for inviting you to be a part of their happiness. Meeting them personally and thanking them is the best way to go about it. In case that is not possible, call them up and inform them in an appropriate manner.

Chapter 2 : BBC World Service | Learning English | How To

Ramit Sethi wrote a blog post called How to decline an invitation without being a jerk. This post is brilliant not just because of the word-for-word scripts on how to decline an invitation the right way, but also because it explains why saying yes.

Favorite There are many good reasons why you may plan to decline a wedding invitation. Saying no to a wedding invitation is a great task that should be tackled skillfully. Your refusal can annoy or offend your inviter. Here is intensively researched wedding RSVP etiquette to help you figure out how to politely refuse wedding invites. After accepting a wedding invitation, you must respond to the RSVP request promptly. Many times people accept the invitation, but they do not reply the request. This is not proper RSVP etiquette and may cut you off from future guest lists too. Respect your decision and be firm. If you get an RSVP online or via email, reply back in the same mode. Closely related inviters can be handled by making a direct call. It can also prove to be a good gesture. A formal wedding invitation should be replied to formally. Simple Explanation Sometimes RSVP stationery comes with an additional blank card where you can convey your apologies for not attending the wedding ceremony. How to refuse wedding invites? Here are some examples: Lee send his regrets as he is unable to accept this invitation sent by Mr. Steve to be organized on the 29th of August. It should be short and to the point. Dear Jennifer, Silvester and I are so regretful that we will not be able to make it to your very special day on 29th of August as we will be out of town to attend another important event. I wish we could be there too. Sending lots of love and best wishes for you and your husband. Will celebrate your happiness as soon as you are back from your honeymoon. People miss events they have been invited to attend. It is not about the financial matters or other problems you are having in life. You should be strictly clear on your point. Keep it short just like this one: All my prayers and best wishes are with you. With lots of love. Of course, this is all up to you and how close you are to the couple. Sometimes, something happens and you decide to not to attend the wedding at the last minute. Does it seem ok to do this? What would others think of you after? Never think of it as a positive action. The hosts are spending so much money on you as well as on other guests. It would be so unfair to do this to them at the last moment. Get over all these thoughts and move on. If You Are Closely Related If the host is a closely connected person there are various things that you can do to make up for missing the celebration along with the congratulation note. A few of them include: Firstly, you can buy them some special gift like a bottle of wine, a colorful bouquet of flowers, a registry gift, or some useful journal to accompany them on honeymoon. Opting for special gift certificates for spa or some exciting restaurant are also quite trendy and thoughtful gifts these days. Or you can buy the couple tickets to some great movie show in cinema. Choose what you think would be best for the couple. Spend some quality time with them. Laughing over wedding things or honeymoon incidents, share drinks, watch movies or look at wedding pictures together. There is so much that you can do to lessen the regret of declining the wedding invitation at that time and continue this relationship on good terms. Hazel A dream wedding needs meticulous planning and preparation! A dream wedding needs meticulous planning and preparation!

Chapter 3 : 10 useful scripts to politely decline an invitation - Tosaylib

How to decline an invitation without being a jerk. We ALL have invitations, obligations, things we don't really want to do. You can say no effectively while still being polite and avoiding hurt feelings.

Further things to consider when writing rejection letters to event organizers Rejection Letters Rejection letters are letters written to inform people that something they have made, written, etc. These letters can be used, for instance, to inform people that they have not been chosen for a job or school enrollment or that a book they have written has not been chosen for publishing. They just drop communication with the concerned person, which is rude. Rejection letters are important because they help build trust and develop goodwill between the parties involved. After rejection, the people affected will be frustrated no matter what. However, well-drafted rejection letters can soften the blow and encourage them to keep trying. An excellent rejection letter is brief, considerate, and to the point. Begin by thanking the recipient for trying. State your decision politely and assertively, giving reasons for it. If you are rejecting a job application, for instance, give a genuine reason for it and encourage the recipient to apply for other positions. End on a positive note and wish the recipient success. Letters to Event Organizers Letters to event organizers are letters sent to people who arrange and prepare for events. These could be inquiry letters to inquire after event organizing services or thank-you letters to thank event organizers for amazing events. The letters could also be application letters from candidates applying for event organizing positions. Letters to event organizers, especially those thanking them for their services, can make the recipients feel valued and appreciated in a big way. Remember these are people who work long and spend sleepless nights planning and executing every detail related to an event to make it a success. Therefore, just a simple message to say thank you after an excellent event would mean the world to them. Letters to event organizers could be formal or informal depending on the purpose. If you are writing to request information or to apply for a job position with the event organizing company, then the letter must be formal. However, if you are writing to say thank you for an excellent event, you can be less formal. Regardless, all letters must be professional and must carry only the intended message. Be clear and concise and maintain a polite tone. These articles may interest you.

Chapter 4 : Decline an invitation to an event. Sample letter - calendrierdelascience.com

If you decline the other invitations you can let them know you have a prior commitment. Never decline an invitation to one party to attend another one that you were invited to later. You will appear as if you waited for the better offer.

I am grateful that you included me us among your guests for this special occasion. If I we could make it, I we certainly would because it sounds like a lot of fun. Unfortunately we have a prior commitment that we must keep. Do keep me us on your list, because I we look forward to seeing you again very soon. I appreciate your thinking of me us. Warmest regards, Now for some advice about writing a note or letter for this kind of situation. The individual who invited you may be very disappointed, and your decision may wound feelings. Some people have a great deal of trouble with rejection, feel slighted, and hold grudges. So you want to come across as wishing very much that you could accept. Your message must strike just the right note of sincere appreciation and regret. We advise you not to invite this kind of calculation. Sign off by sending best wishes, and reiterating how grateful you are. To sum up letter-writing advice for expressing regrets: Check out more articles. Gene Griessman is an award-winning professional speaker, actor, and consultant. He has spoken at conventions all over the world. To learn more about his presentations, contact us at or [abe mindspring](#). To learn more about his presentations, call [Get Free Email Updates!](#) Sign up now and receive an email once I publish new content. I will never give away, trade or sell your email address. You can unsubscribe at any time.

Chapter 5 : How to Decline an Invitation to Dinner or Other Social Event

For more casual events, such as a dinner party, the earlier you decline the invitation the greater the opportunity the hostess will have to invite someone in your stead.

If you are uncertain about whether you can attend or if you just need time to develop a positive way to decline, delay your response by asking for a chance to check your schedule. It is best to take the time to respond with grace. Follow the steps below to decline in a way that will leave everyone feeling good. Respond in Like Etiquette requires that when you receive an invitation, particularly one including an RSVP, that you not only respond in a timely manner, but also in a like manner. For example, most wedding invitations include a response card. With large gatherings, such as weddings, the hostess will always appreciate an early response whether you are accepting or declining. The system of using a response card simplifies the process and allows for written documentation. If you call rather than return the included card, you may complicate the system. In such situations, when the bride, groom and their families are so busy, this may come across as inconsiderate. For more casual events, such as a dinner party, the earlier you decline the invitation the greater the opportunity the hostess will have to invite someone in your stead. Such consideration will be greatly appreciated and someone else may benefit from your inability to accept. A verbal invitation, by phone or in person, should be answered in the same manner. Even if you need to put off making the decision, the call or verbal contact should be followed up at the first opportunity. E-mailing a person who has extended a dinner or party invitation verbally can appear rude. If a phone number is supplied, then obviously the person expects you to call. If both e-mail and phone are supplied, then e-mailing would be perfectly acceptable. More casual affairs, such as bridal and baby showers, usually require a simple phone call. Electronic invitations allow for party planning, including invitation design, guest lists and RSVP management online. Guests receive invitations by e-mail and are encouraged to respond using a specific site, such as Evite. On that site, guests can view the guest list and learn more about the party before responding. With such e-vites, it is appropriate to follow the guidelines on the site or contact the hostess personally by e-mail, but this invitation should still be treated with the same etiquette as other forms. Some specific phrases that work well to express thanks include: Be cautious about multiple invitations. The rule is if you receive multiple invitations for the same evening, always accept the first one or work out the time to attend more than one. Holding out for a later invitation will make you appear as if you are waiting for a better offer and will definitely affect future invitations. Even if your reason for declining a party or dinner seems weak, it is better to find a sincere way to share it with your hostess. For example, if you are invited to a dinner party on a weeknight and have to work early the next morning, it is perfectly acceptable for you to say so. Another example might be an invitation when you have already made plans with someone else. Again, explaining that you have previously scheduled plans is very reasonable. There is nothing worse than fabricating a reason for declining an invitation and having your hostess find out later that you did so. The only time it would be inappropriate to give an honest explanation is when it might be hurtful to the hostess. At those times, it would be best to simply say that you have personal obligations. Remember to keep your explanation brief because too much information may sound insincere and forced. For a dinner party, send a nice bottle of wine or floral centerpiece with a note expressing your regrets. Birthdays and weddings are obvious gift situations. Be sure to be timely in your gift giving. It would be best if the flowers or wine were received before the actual dinner party. The same can be said for birthday, baby, bridal, and wedding gifts. This step is not necessarily required, but will always be positively received. Follow Up This is a step often overlooked once a person declines an invitation. However, following up indicates to the hostess that despite your absence, you are sincerely interested in the success of the event. A brief phone call or e-mail is perfectly acceptable. This small effort expresses your concern for the hostess and your desire to be invited in the future. Avoid a social faux pas when you decline an invitation. If you repeatedly decline specific invitations, others will become frustrated. It is better to be honest and let people know that you are not interested in specific activities or events. The next time that you have to decline an invitation, be sure to do so in a timely and polite manner allowing your hostess the opportunity to extend a future invitation. The odds are,

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your hostess invited you for specific reasons and would welcome the opportunity to enjoy your company at a later date. Do You Party With Style? From elegant to edgy, everyone has their own way of party planning and entertaining guests. Whether it is a birthday party or a dinner after theater party, the style creates a theme and menu with decorations dotting the exclamation point. If you want to know what your party style is, take this party quiz to find out! Sign up for our Healthy Living Newsletter! Thanks for signing up for our newsletter! You should see it in your inbox very soon. Please enter a valid email address [Subscribe](#).

Chapter 6 : Declining an Invitation | The International School of Protocol

The wording to politely decline an invitation should use a form of thanks, as well as a reason for the declining of the invitation. For example, one could write "I thank you very much for the invitation to John and Mary's wedding."

There will be times when you will have to decline an invitation to a special event or party. One of the main reasons invitations are sent out is to retain an accurate head count and declining is as important as accepting as far as proper etiquette is concerned. It may seem worse to show up unannounced, but it is equally as rude to not show up at all and give no explanation as to why. Cathleen Hanson, who is one of the owners and founders of the International School of Protocol, which teaches proper etiquette to children, adults, educators, and businesses, says that when responding to an invitation you should write back in the same tone as the invitation was sent in. She offers these two examples: A formal invitation should be responded to equally as formally as follows: Your Name regrets Because of a prior engagement I will be unable to accept The kind invitation of To dinner on Friday, the 7th of October. According to Cathleen you can respond to an informal invite by either calling or writing: Your Name regrets That she will be unable to accept the kind invitation of Mr. Host Friday, 7th of October Due to previous engagement The key to declining any invitation is to be honest in the reason behind why you cannot attend. Write "due to a previous engagement" only if you really had made earlier plans to be somewhere else. If the matter is something personal, such as not being able to attend because of financial reasons, then simply state "regrets due to personal commitments". If those extending the invitation are good friends, they will more than likely get the hint. If not, proper etiquette should restrain them from asking too many questions. If warranted, such as with a wedding invitation or other special occasion that usually entails a gift, you might want to consider including a small present or card when sending your regrets. This is a way to show that you truly are sorry that you are unable to attend. Cathleen says, "Always respond. It is never too late to respond to an invitation, especially if you are declining. If you respond late, you can apologize. Mail does get lost, life does get in the way, and people do understand that. But total lack of consideration by not replying at all is usually seen as a snub of the worst kind."

Chapter 7 : EFL/ESL speaking lessons - Making and responding to invitations in English

Include the details of the invitation, the name of the event and the date. Tell him or her that you are sorry that you are declining the invitation. Shortly explain the reason you are unable to attend.

Chapter 8 : Can't Attend a Wedding? Here's the Right Way to RSVP "No"

It's perfectly acceptable to decline an invitation. As long as you do so gracefully and in a manner that does not offend the host, you'll definitely receive another invitation in the future. No need to make awful excuses; keep things short, sweet, and to the point.

Chapter 9 : Declining Invitation to Speak | Professional Business Documents, Agreements & Letters

That said, declining their invite shouldn't be a decision you make lightly—they've specifically requested you to be present on a very significant day for them, so your "no" is more than nothing. Here are a few etiquette-friendly ways to decline a wedding invitation with tact and love.