

Create the perfect reception verse.
Simply following the four steps below. . .
 Keep in mind they can be altered to fit your style.
 See examples in the bottom right corner.

**STEP ONE
 SELECT AN INTRODUCTION**

Consider adding this popular verse to the beginning of your verse:
 We look forward to celebrating with you

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The favour of a reply is requested

The courtesy of a response is requested

Please respond

Kindly respond

Please reply

Kindly reply

R.s.v.p. -or- R.S.V.P.

Please let us know if you will join our celebration

**STEP TWO  
 ADD THE RETRUN DATE**

(normally three weeks before the wedding)

choose one:

by  
 before  
 on or before

followed by either:

Month Day, Year  
 the (Day) of (Month)

**STEP THREE  
 HOW WILL THEY FILL IN THEIR NAME**

M \_\_\_\_\_

Name \_\_\_\_\_

**STEP FOUR  
 REQUEST RESPONSE**

**If you need them to select an entrée:**

\_\_\_ accepts \_\_\_ regrets  
 Please indicate number of each:  
 \_\_\_ (entrée) \_\_\_ (entrée)

\_\_\_ will \_\_\_ will not attend  
 Please indicate entrée selection:  
 \_\_\_ (entrée) \_\_\_ (entrée)  
 \_\_\_ (entrée)

**If you want to receive a response with a count:**

Number attending \_\_\_  
 Unable to attend \_\_\_

\_\_\_ accepts \_\_\_ regrets  
 Number attending \_\_\_

Number attending \_\_\_  
 Sorry, cannot attend \_\_\_

**If you simple need to receive a response:**

Number of persons \_\_\_

\_\_\_ persons will attend

\_\_\_ accepts \_\_\_ regrets

\_\_\_ will \_\_\_ will not attend

\_\_\_ will attend  
 \_\_\_ not able to attend

\_\_\_ Yes! Looking forward to it  
 \_\_\_ Sorry, cannot attend

**EXAMPLES**

The favour of a reply is requested  
 before June 10, 2005

M \_\_\_\_\_  
 Number attending \_\_\_  
 Unable to attend \_\_\_

We look forward to celebrating with you  
 Please respond by June 10, 2005  
 Name \_\_\_\_\_

\_\_\_ accepts \_\_\_ regrets  
 Please indicate number of each:  
 \_\_\_ Filet Mignon \_\_\_ Chicken Kiev