**Invitation for Business Event**

To:

Mr. Benjamin Johnson,

Sales Manager,

Outlook Media,

145, Bradley Road,

London.

23rd July, 2005.

Dear Mr. Johnson,

It is with great pleasure that we invite you to (the launch of our new magazine) on (27the July, 2005) at the (Hotel InterContinental) at (1600hours).

Kindly give us a confirmation of your attendance by (26th July, 2005).

Looking forward to seeing you,

Sincerely,

Signature

(Thomas Brown)

(General Manager)

(Cosmopolitan Group)