

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to Attend a Conference/Seminar/etc

Dear :

You are invited to attend our Annual Nearsighted Conference starting {Date} and ending {Date}. This is a very informative conference held for all who suffer from the effects of nearsightedness. As you know, nearsightedness affects a large part of the population. At this year's conference, we will inform you of the new techniques developed to aid nearsighted sufferers. We will have special booths with designer frames, a wide variety of contacts, and all manner of products just for myopic suffers.

We have enclosed a brochure and registration forms for your convenience. Please contact us if you need any questions or concerns. Hope to see you there.

Sincerely,

N A M E