Christopher Jones,

DMC International

August 02, 1990

Mr. Robin Williams,

Personal Assistant,

BRED & Co.,

Derry, UK

Dear Mr. Williams,

We at DMC are pleased to hear that Mrs. Kate West, President of BRED & Co., is visiting our company. We warmly welcome her visit and assure proper hospitality.

I am writing to you to enquire about her routine and her flight details. The routine if sent to us will facilitate our representative to receive her at the airport and arrange for her stay. Also her schedule will help us arrange for her to see our company. Also if she can tell us when she would like to have  the meeting scheduled, it would be convenient for us to arrange for it. I request you to consult her and send her routine as soon as possible to me.

We are eagerly looking forward to her visit.

Warm Regards,

Christopher Jones,

Hospitality Head