August 2, 2010

Dr. Frank Hughes

President

Society of Biology

London

Dear Sir,

I am grateful for your invitation to be one of the speakers at the Annual Conference of the UK Society of Biology on September 10, 2010.  I have been an active member of the organization since graduating from college and I have regularly attended conferences in the past.  It is an honor for me to a speaker at this year’s conference to share my knowledge and insights on the topic, “The future of biotechnology under globalization.”

I am happy to hear that there will be more than 1,000 participants to this year’s conference.  The organization is indeed growing and attracting more professionals in the field thanks to your group.  I will be arriving an hour before my scheduled talk.  Please ensure that my logistical needs for the speech will be ready.

See you at the conference.

Faithfully yours,

Dr. Julia Morgan