From,

Missy Hall,

Confederation of Small Industries,

Wisconsin 53604

To,

Richard Oaks,

Building Paints Pvt. Ltd.,

New York 553286

Dear Mr. Richard,

This is to inform you that we are having a conference scheduled on April 20, 2011, and you are formally invited to take part in this mega event which will help your business grow much faster.  Since it is very unique in nature happening in our country specially dedicated to small industries, I hope and believe that your business needs are going to be addressed and solutions will come out with your very presence.

Please bring in your queries and crucial matters to be addressed by the panel of judges, which have many years of experience in small scale industries.  You will certainly be delighted that you will be given a chance to faceoff with any of those judges in one-to-one meeting.

Now, I hope that you will get your time spared for this mega event which will bring in special solution to your needs and also make this a very successful event in future too.

Yours Sincerely,

Missy Hall