

A Letter Of Invitation

2D Fong Sui Kwan

Dear Mr. Lee,

My name is Fong Sui Kwan. I am a student of Chan Shu Kui Memorial School. I would like to invite you to be the guest speaker for our school talk.

Nowadays, most teenagers are eating more junk food than before. In order to enhance their awareness of healthy diets, our school is planning to hold a seminar on healthy diets. As you are a famous dietitian, we hope that you would be able to come and give us some advice on healthy diets.

The seminar will be held on 16th December 2008 from 13:00 to 14:00 in our school hall. Please let us know if you can come. If you would like further information, please contact us. Our telephone number is 29876543.

Yours sincerely,
Fong Sui Kwan

Teacher's Feedback : A very nice piece of writing with good use of connective words. (Mr. Ken Cheng)

Food For Thought : A letter of invitation should always have concrete reasons in order to be persuasive.