To: engine3rFrom@company.com

From: Benjamin Suljevic

Date: 7 October 2022

Subject: come to your school

Dear engineer,

I am writing to ask you if you could come to my school and give a talk, about your job and the company you are working in.

First, I would like to introduce me. My name is Benjamin Suljevic and I am 17 years old. I am currently attending a technical collage in Hollabrunn to the department IT. I have been following your company for a long time now because I have a great interest in technology, and I believe that your company is one of the most modern today.

It would be really great, if you could tell us a little bit of your working day. Also explain to my class how you got such an amazing job and tell us some tips and tricks for a job interview. It would be the greatest, if you could show us some things on which you are currently working.

Finally, I will describe you how your audience will be. You would speak for about 21 students in the age of 16 and 17. My classmates are attentive and calm and also good listeners. I think you would really like it to visit my school.

I look forward to hearing from you soon and thanks for your attention.

Best regards

Benjamin Suljevic