**Semester: 1.1/2023**

**EN58207/EN60207: English for Work**

**Writing Assignment: Email Writing / Topic: Invitation business letter for a meeting**

**Section: 1.1 – XX**

**No. XX Student ID. 6400000000**

**Name – Surname: Mr. / Miss XXXXXXXXXX XXXXXXXXXX**

From: Name – Surname (Sender: Writer)

To: Name – Surname (Receiver)

Subject: Topic of email

CC: Name – Surname (A person or people who concern with this email)

Attachments: XXX attachments, XXX MB

**-------------------------------------------------------------------------------------------------------------------------------------------------**

Dear Mr. / Ms. XXX,

(Content of email at least 100 words)

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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Best wishes, or Best regards, or Sincerely,

(Signature)

Name – Surname (Sender: Writer)

Position

Company Name

Contact