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Dear Douglas Pearson,

I cordially invite you to take part in conference about merger of our company with a firm operating in the same sector and having many similarities to our company's policy. Your presence and presentation will raise the prestige and make our progressing more and more credible.

The conference will take place in Hotel Sheraton, Room A-Warsaw- at 24.04.2017. In the attachment, I placed a detailed conference plan which includes Your speech. The second enclosure contains driving directions to the hotel and parking space.

Please indicate whether you will be able to attend until 12.04 via e-mail or calling to PR Officer.

Yours sincerely,

Bertram Newman

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Dear Bertram Newman,

Thank you for your kind invitation. I would be delighted to attend the conference. Please let me know if there is anything I can do to help from this end. I am asking you for information if I can do something to raise the rank of the event.

I hope that my presence will improve and gain the company's image on the market.

I would also take my two assistants, who will be in the form of technical assistance. They will be able to provide valuable interactive and visual materials and brochures. Part of this materials can be distributed to participants in the form of leaflets.

Yours sincerely,

Douglas Pearson

3.

Dear Bertram Newman,

I am writing in relation to your kind invitation. Unfortunately, on this date I take part in the international innovation fair in Cologne. I regret that i can't take part in this event. I am kindly offering help in developing the so-called Press Release.

I promise to delegate two well organized and experienced assistants from my department who will present our achievements in a short form.

I hope that my absence will not put You in trouble.

Yours sincerely,

Douglas Pearson