

LETTER WRITING ACTIVITY 01

The Galactic Trade Summit Invitation

Welcome to the world of intergalactic commerce! As part of our College of Cosmic Business Studies program, you and your classmates have been selected to represent Earth at the prestigious Galactic Trade Summit. This annual event brings together business leaders, entrepreneurs, and diplomats from across the galaxies to exchange ideas, form partnerships, and explore new opportunities.

Your task is to **write a formal business letter** to an extraterrestrial business leader, extending an invitation to join the Galactic Trade Summit as Earth's representative.

Here are some key points to include in your letter:

1. Introduction:

Begin by introducing yourself and the purpose of the letter. Express your excitement about the upcoming summit and highlight the significance of Earth's participation in such a grand event.

2. Reason for the Invitation:

Clearly articulate the reasons why the chosen extraterrestrial business leader would be a valuable addition to the summit. Highlight their achievements, innovations, or contributions that make them a key player in intergalactic commerce.

3. Summit Details:

Provide essential details about the Galactic Trade Summit, including the date, venue (which could be on a space station or a celestial body), and the diverse range of businesses and industries that will be represented. Emphasize the unique networking opportunities and potential collaborations.

4. Cultural Exchange:

Mention the importance of cultural exchange and mutual understanding among different planetary systems. Encourage the extraterrestrial business leader to share insights into their own culture and business practices during the summit.

5. Logistics:

Include practical information such as travel arrangements, accommodation options, and any specific requirements for participation. Make it clear that Earth is eager to facilitate a smooth and enjoyable experience for all summit attendees.

6. Closing:

Conclude the letter by expressing gratitude for considering the invitation and convey your anticipation for a positive response. Encourage the extraterrestrial business leader to contact you with any questions or concerns.