

**COE3200**  
**ASSIGNMENT 07**

Name: G. S. A. M. E. W. L. B. Egodawe

Registration Number: 524654478

Name: G S A M E W L B Egodawele  
Reg. No: 524654478

**COE3200 Communication Skills for Computing**

**Assignment 7 – Report Writing, Email Writing and Proposal Writing**

*Disclaimer: This presentation is only for illustrative purposes. No official acknowledgement.*

*This block is intentionally left blank*

Dr. Malinda Punchimudiyanse,  
Head of the department,  
Department of Computer Science,  
Open university of Sri Lanka,  
Sri Lanka.

January 22, 2025

Mr. ISOMATA Akio,  
Ambassador of Japan,  
Embassy of Japan in Sri Lanka,  
Colombo 7,  
Sri Lanka.

Dear Sir,

**Warm welcoming IT firms in Japan for an online career fair**

I am writing to you with great pleasure representing the Open University of Sri Lanka for participation of our annual online career fair. The “Future Tech Talent (FTT)” annual career fair is held by the OUSL for fresh graduates to facilitate their career journey. The Open University of Sri Lanka is interested in IT firms in Japan for participation this year.

The event is scheduled to be held on May 20, 2025. The representatives of IT companies have the opportunity to promote their entity in this event. The OUSL fresh graduates have strong strength and ability to work in industry. The university has made its students compete in high end and updated technologies. This can be considered as a great opportunity for the firms to collect the most talented candidates. The candidates have well experience working remotely because the university conducts academic activities open distant learning mode.

I invite you to sign up for this crucial event as the embassy is the bridge between major parties. We look forward to hearing your feedback on this action. Our fresh graduates are deeply interested in working with reputable IT firms in Japan. We will provide further information on the nature of your reaction to this request. We are open to further contact if necessary.

Sincerely,

Malinda Punchimudiyanse.

Head of the department,  
Department of Computer Science,  
Open university of Sri Lanka.

Enclosures: Future Tech Talent (FTT) flyer