**COE3200**

**ASSIGNMENT 07**

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

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**

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” annual career fair is held by the OUSL for fresh graduates to facilitate their career journey.

Sincerely

Malinda Punchimudiyanse

Head of the department,

Department of Computer Science,

Open university of Sri Lanka.