Part A: Email Writing

Branch Opening Invitation

Dear Mr. Kamal,

I’m writing to invite you to participate our new branch opening on 14th may 2022 at the new kaduwela branch at 8.00 am.

As a stationary company we offer all kinds of stationary products including books and papers. And we are going to open our new branch at kaduwela as our next step. Invitation card including additional information is attached below.

Considering you are a loyal customer of the company please join the event. Dress code is formal. If you are willing to participate or have any doubts please reply back.

Thanks

P.M.P.C Bandara

Media Manager

Abc shop

0773233434

[pasan@abc.com](mailto:pasan@abc.com)

Part B: Memo Writing

Situation 02

To: IT Trainees

From: Administrative assistant

Date: 20/03/2022

Subject: computer training seminar

This is to inform all 10 IT trainees There will be a computer training seminar. This training is planned to give a brief introduction about computer hardware.

Mr. Nimal Rathnayaka who’s the IT manager at Abc company will be the presenter. It will be held at company main hall on 12th April.

Parking is available for limited number of vehicles. Lunch and refreshments will be served.