Five C’s of Business Writing

**Original**

Dear Mr. Tom Black:

I wish to draw your attention to an upcoming event that we are organizing fir the purpose of celebrating the retirement of our Director of Finance, Mr. Melvin Switzer. The event will take place on the 23rd of July and we anticipate your attendance at this function. You are cordially invited to a dinner being held at the Diamond Golf and Country Club at 6:30. The dinner will be a formal affair so please make sure you wear formal clothes. You are also welcome to bring your wife if you care to do so.

Sincerely,

Julian Cuddmore

President

**Fixed**

Dear Mr. Tom Black

You are cordially invited to a dinner being held at the Diamond Golf and Country Club on the 23rd of July at 6:30pm. The dinner will be a formal affair so please dress accordingly. Guests are welcome.

Sincerely,

Julian Cuddmore

President