2016-01-05

To whom it may concern:

I am one of the committee members helping to put together the 2016 version of the annual Computer Tech Expo that has been held at the Northwest Florida State College for the last nine years. The upcoming, 10th annual event is scheduled for 30 January 2016. Note the event is run by volunteers from the community, and admission is free to all. Current information on the event can be seen on our website, <**computertechnwf.org>,**  as well as the website shown on the attached flyer.

*Note that we are requesting attendees to register on-line and print their free tickets as soon as they decide to attend* (see the registration links on either of the referenced websites).

We respectfully request your help in advertising our event among your group members. Attached for your information are (1) a flyer for the 2016 event and (2) the schedule for this year's event. I am happy to meet with you any time if you wish to get more information about our community event.

Thank you for your attention.

With warmest regards,