From: [first.row@htlkrems.at](mailto:first.row@htlkrems.at)

To: [daniel.obrien@liffeyeng.int.ie](mailto:daniel.obrien@liffeyeng.int.ie)

Date: 27 September 2021

Subject: Invitation to a talk

Dear Mr O’Brien,

You may remember me as the Austrian intern who worked at your company last summer.

I am writing because I have heard that you will be in Vienna and therefore I would like to ask you to visit our school and talk about your company. It would be a great benefit for our school and could help you find potential recruits.

I would like you to present your company and some of the tasks you have to complete. You could also tell us something about the career options at your business. Learning something about advantages and disadvantages of your work would be interesting, too. Additionally, we would appreciate any information you could give us about the internships your company offers because this would motivate students from our school to do an internship in the future.

The audience age ranges between 16 and 17 and the students want to work at IT companies like yours one day.

I hope that you will be able to come to our school and tell us something about your company.

Yours sincerely

Felix Schneider