Linda Lau
123 Main Street, Anytown, CA 12345 · 555-555-5555 · linda.lau@email.com

March 5, 2020

Oscar Lee
Managing Editor
Acme Graphic & Design
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

I would like to invite you to attend our upcoming Liberal Arts department job networking event. The event will be held on the afternoon of May 1, 2020. We wish to provide our graduating seniors with an opportunity to meet business leaders in the area who may be looking for new hires who hold degrees in the Liberal Arts.

The event will be held at the Cox Student Center at Northern State University, and will last about 2 to 3 hours. If you have an interest in attending or sending a company representative to meet with our students, please let me know at your earliest convenience and I can reserve a table for you.

Thank for your time and I hope to hear from you soon.

Respectfully,

Linda Lau *(signature hard copy letter)*

Linda Lau
Liberal Arts Department Chair

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