evropský sociální fond v ČR
EVROPSKÁ UNIE
MINISTERSTVO ŠKOLSTVÍ, MLÁDEŽE A TĚLOVÝCHOVY
OP Vzdělávání pro konkurenceschopnost
INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

the name of the company

abbreviation

writer's address/ inside address

letterhead

SafeWay

111 The High Road, Santa Barbara CA 68700, USA

addressee/recipient/receiver

the number of the house

street name

Mr Daniel Radcliffe
3005 West Avenue
Houston TX 77001
USA

city

postcode/zip code

date

6 June 2013

salutation/greeting

Dear Mr Radcliffe,

opening phrase

Thank you for your long-term cooperation with our company. We have the pleasure of inviting you to our annual all-company meeting held on 25 August 2013 in the Four Seasons Hotel. The celebration begins at 10 a.m., refreshments and food included.

the body of the letter

complimentary close

We will be honoured with your appearance.

closing salutation

Yours sincerely,

signature

writer/sender

Colin Fairbanks

job position

Colin Fairbanks
SafeWay Chief Executive

enclosures

Encl. (1)

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