

Subject:

**Invitation to the
“Future Capital”
presentation of results**

An optional pleasantry:

**How are things with
you? Hope everything
is still well!**

Context:

**I am writing you about
the “Future Capital”
project.**

Detailed information:

**It will be next Monday
in the National Theater
of Arad, from 18.00 to
20.00.**

Detailed information:

**There will be around 4
people presenting for
no more than 5
minutes each, just no
to be too long.**

Closing:

**Thank you for your
time and we are
looking forward to
your answer by
tomorrow!**

Availability:

**If you need more
information about the
event, I am at your
disposal, weekdays
from 10.00 to 15.00!**

Signature:

Chris JOHNES

Communication manager

O.T.I. Arad Association