



InfoTech, Inc.
2818 Northwest Freeway
Dallas, TX 75217
214-555-5233

November 8, 2017

«AddressBlock»

Dear «First_Name»,

It is my pleasure to invite you and your spouse or a friend to the first annual InfoTech employee appreciation dinner. This casual event will be held on February 20 at the Pyramid Plaza Hotel at the southeast corner of the Northwest Freeway and Braker Lane. Appetizers will be served in the conference room before seating employees and their guests at 7pm in the banquet room.

InfoTech will take this opportunity to present awards to employees and to recognize our top producers and employees reaching service milestones. After dinner, we hope that you'll enjoy music by the Classics.

Please come for dinner and a fun-filled night with your co-workers.

Hope to see you there,

Student Name
Human Resources Manager