

Martin Davidsen 2 Page Letter

Please proofread the body text for the following letter. Errors may be found in spelling, grammar, and punctuation. Correct all errors, and key the letter. It is from Ms. Julie Smith, Personnel Director. The letter date is April 15, 2010. It should be sent to the following address.

Mr. Martin Davidsen
Public Address Associates
Technical Research Institute
15 Main Street
Phoenix, Arizona 85038

Thank you for agreeing to be our keynote speaker for our summer computer conference being held on July 15 at Convention Meeting Central in Dublin, Ohio. The conference will last for 2 days.

Your presentation will be on Friday at 11 p.m. Lunch will follow immediately after your address. Your topic, Technology 2010 Odyssey of Transition, will fit perfectly with the other presentations being planed for the conference.

We thought you might be interested to know that Randi Travis will be our other keynote speaker. She will be talking about software piracy and the recent government crackdowns on illegal use of software. The other seminars cover topics raging from software usage to zip drives.

We are planning your arrival for Thursday evening, July 14 at Columbus International. Jane Rericha will pick you up and take you to your hotel, BayView Suites. We are planning a diner for you with several of our employees at the Royal LaMaster In. The food and service there are excellent. Our office will arrange all other transportation. Your return flight will be booked for Monday morning. We are delighted that you will be staying with us for the entire conference.

We have made arrangements for the projection system that you have requested for your presentation. All our computers have zip drives and CD-ROM drives, so we should have no trouble loading your presentation. We always have a back-up computer ready if the main one should fail.

Your honorarium for the presentation will be as we agreed, \$1,000. We will have the check ready for you at the conference.

Everyone at Professional Business Associates is looking forward to meeting with you and exchanging ideas on the direction technology will be taking during this new millennium.

If you have any questions or need to make any changes in the plans please let us know. We will do our best to accommodate you.

Sincerely,