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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am extremely happy to announce that our yearly Software Programming seminar is just around the corner. This year we have roped in some of the biggest names of the software world to share with us their new projects and the latest trends of the industry. I on behalf of all the organizers of the event will like to invite you to the seminar. We will be honored to have your presence amongst other members of the software programming association. We are also enclosing all the other details of the seminar. You can find the trimming schedule, the names of the companies and their representatives attending the seminar in the enclosed broachers. The sponsors have been very kind in arranging a pick and drop facility for all the attendees. If you would like to avail our conveyance service, please let us know in advance. For any other details or query, kindly contact us.

Looking forward eagerly to your presence at our seminar.