4002 Concord Highway  
Monroe, NC 28110-8233  
March 30, 20--

Ms. Laura Seerhoff  
3601 Rose Lake Drive  
Charlotte, NC 28217-2813

Dear Ms. Seerhoff

Thank you for agreeing to present to our New Horizons Club. The members are very interested in your advice about how to explore various careers.

As we discussed, the meeting is at Roper Community Center in Room 104. The meeting is at 2:45 on Thursday, May 18. If you need directions to the school, please call me at 704-555-0178. A parking pass is enclosed.

Please plan to stay for a reception after your presentation. The club members want to learn more about you and what you do. Please let me know if you have any questions related to the meeting.

Sincerely yours

Mrs. Karen Fernandez

Enclosure