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16 February 2011

In attention to: Mrs. Cristina Stefan, director, QUARTER MEDIATION

Abraio

Mrs. Iria Flavia Alonso Fernández, director.  
Urzáiz, 24.  
36215 Vigo – Pontevedra  
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*Annual Conference*

Dear Mrs. Stefan

I am writing to you in connection with the above-mentioned subject.

The next 20<sup>th</sup> of March is the Annual Conference of the Company; this is the most important event of the year so it's very important for the company image and nothing must be fail.

In this way is necessary a good planning of the event in advance. You need to know the contact details of the guests to confirm the attendance, it's necessary to make a plan of the auditorium to establish positions of the guest during the conference and the rooms of the coffee breaks, to appoint sound equipment, hostess and catering services. It takes a lot of time to plan an event, but we can take care of it.

I am looking forward to receive your proposal.

Best regards,

Iria Flavia Alonso Fernández  
Manager Director