

# foodwatershelter<sup>inc</sup>

we build early learning, eco-friendly  
children's villages and big, bright futures

[In 'open' style punctuation, all copy sits flush left]

January 15, 2012

[not January 15<sup>th</sup>, 2012, not 15<sup>th</sup> January, 2012 - no superscript]

Ms Valentina Rossi [not Ms. Valentina Rossi,]

President [no comma, not President,]

Great African Projects Trust [no comma, not Great African Projects Trust,]

33-34 Ross Street [no stops or commas, not 33-34 Ross St.,]

MELBOURNE VIC 3000 [all caps, double space between, no stops, abbreviate states]

AUSTRALIA [always on a line of its own, all caps]

Rebecka Darling-Darren 5/9/09 10:26 AM

Formatted: Superscript

Rebecka Darling-Darren 5/9/09 10:26 AM

Formatted: Superscript

Dear Ms Rossi [no comma after salutation]

[subject line appears after salutation]

Re: Attending foodwatershelter inc (fws) events as a guest speaker

It was with great pleasure that I read of your interest in supporting fws during the course of the coming year.

Absolutely fws would be honoured to have you speak out our various events this year. Currently, we have three events scheduled for the latter half of the year, and have confirmed just two other speakers for those events. However, we would like to offer you speaking positions at all three events. The dates scheduled for these events are as follows:

- September 15, 2012 - Sydney, New South Wales [no superscript, not September 15<sup>th</sup>,]
- October 28, 2012 - Melbourne, Victoria [ditto]
- December 12, 2012 - Perth, Western Australia [ditto]

Rebecka Darling-Darren 5/9/09 10:38 AM

Formatted: Superscript

Ms Rossi, I realise you will need time to plan your trip to Australia to attend the fws events mentioned, so I will not expect to hear from you immediately. However, if in the meantime, fws can be of any further assistance, please let me know.

Sincerely yours [no comma]

Rebecka Darling-Darren 5/9/09 10:36 AM

Deleted: .

Rebecka Darling-Darren [only name & title because address appears below on letterhead]  
President

Rebecka Darling-Darren 5/9/09 10:35 AM

Deleted: .