January 13, 2010

To: Mr. Ivan Ivanov (passport 50#0000000, exp. date 01/01/2004)  
Project Manager  
Vashacompaniya International Ltd.  
Moscow, Russia

Dear Mr. Ivanov,

This is an official invitation for you to Boston, MA to attend the fourth annual Global Soft Conference that will be held from January 4 through January 7, 2000 and you will be among individuals who live by the same code as you. Experts, visionaries, and other Agents of Change responsible for taking their organizations into the future.

XXXXX Corporation, the worldwide leader in development and sales of software for personal computers, will cover the cost of transportation, lodging, and food while you are in the United States.

We suggest you should start your visa and travel arrangements now as we need your travel details (flight numbers, arrival/departure time, and visa status) for working out the details related to logistics and social events.

Please, contact Sidor Sidorov at XXXXX Rep. Office in Moscow by phone  
# + 7 (495) xxx-xxxx.

We look forward to seeing you in Boston.

Sincerely,

Jone Anonim  
President