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Dear sir/madam ORGANIZATION would very much like to have someone from your company speak at our conference on TOPIC. As you may be aware the mission of our association is to promote WHAT. Many of our members are interested in the achievements your company has made in. Enclosed is our preliminary schedule for the conference which will be reviewed in weeks. Ill call you DATE to see who from your company would be willing to speak to us. I can assure you that well make everything convenient to the speaker. Sincerely yours NAME 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com