

28 January 2015

Our ref: LW/NED

Dear Sir or Madam

**Trade Fair 2015: Thursday 29 January 2015**  
**Time: 12.30 – 3.00 p.m.**

We would like to invite you to be a part of our annual Trade Fair event held on **Thursday 29 January 2015** from **12.30 – 3.00 p.m.** This is a highly successful event held every year and we are very grateful to the support we receive each year from our business community.

This year embraces the theme of sustainability and the environment. Our Year 8 students have been working in teams across all areas of the curriculum to investigate this, designing and making products and informative displays based around their findings. On 29 January the students will share their discoveries and exhibit the products that they have made on an interactive trade stand.

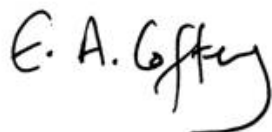
You are welcome to tour the College, led by the students, and experience a taste of the diverse and exciting activities that take place here. There will be refreshments provided and past visitors have commented on how welcome they are made to feel.

Your role would be to attend and place virtual orders with the teams who impress you the most. Further details will be available on the day. The main aim for the students on the day is to secure as many orders for their products as possible. They will be keen to impress you with their marketing skills in order to obtain your custom.

We hope that you will be able to share in the success of this year's event as students benefit greatly from interaction with members of the business, industry and commerce community. If you are able to join us, please return the attached pro-forma by **Friday 23 January 2015** indicating which time slot would be more convenient for you. We do understand that you are very busy and if you are unable to attend, we would be delighted if you would nominate a colleague who could support this exciting event.

Please accept our sincere thanks for your time and we look forward to welcoming you to Landau Forte College.

Yours sincerely



Mrs E A Coffey  
Principal

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**LANDAU FORTE COLLEGE TRADE FAIR  
THURSDAY 29 January 2015**

Name:.....

Organisation:.....

Please tick applicable box:

I/We welcome the opportunity to visit Landau Forte College Trade Fair on Thursday 29 January from:

12.30 - 1.30 p.m.

1.30 – 2.30 p.m.

2.30 – 3.00 p.m.

We cannot attend the Trade Fair on this occasion