April 21, 2008

Ms. Cecilia Gibson

459 South Ridge View Drive

Chicago, IL 60603

Dear Cecilia:

On behalf of the members of the *Association for Administrative Professionals*, I would like to welcome you to the organization. We have many unique activities planned to focus on training and business issues, and I am confident that you will enjoy them. Here are some of the activities we have planned:

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The next meeting will feature a presentation by Alexis Odom, the President of the Harrison County Chapter. Her presentation on “Professional Portfolios” will be of great value in career advancement. Please call Kristi Nelson at (317) 555-2340 as soon as possible to RSVP.

*Date: June 7, 2008*

*Time: 3:30 p.m.*

*Where: Community College*

*Business Building*

*Room 255*

I am looking forward to seeing you at our next meeting.

Sincerely,

Ken Johnson