SUNCRUSH PERSONNEL CONSULTANTS LIMITED

118 Main Street

BELLVILLE

7530

9 October 2020

«Title» «Name» «Surname»

Note that these are field codes inserted from the *Insert Merge Field* dialog box. Click the *Preview Results* icon on the *Mailings* tab to view the merged fields. The main document is attached to Data1 (Activity21 Data1.mdb).

«Post»

«Company»

«Address»

«City»

«Code»

Dear «Title» «Surname»

SEMINARS

You have recently indicated that you would be interested to attend our seminars on “A more productive business environment”. A new range of seminars will start in the near future in your area.

Please study the enclosed brochure and confirm your enrolment. We would like to have a representative of «Company» to participate in one of the seminars. We are looking forward to being of service to you.

With kind regards

J.R. Mouton

MANAGER

JRM/«Typist»