**SUNCRUSH UNIT TRUSTS**

Staff reference «Reference» 205 Long Street

CAPE TOWN

8001

08 October 2020

«Title» «Initials» «Surname»

«Address»

«City»

«Code»

Dear «Salutation»

END-USER COMPUTER TRAINING COURSES

Training courses in various computer programs are offered again this year as part of the End-User classroom training provided.

Please check in on «Coursedate» at «Coursetime» in room «Room» at the Head Office for a course in the «Program» program.

Contact this office as soon as possible if you cannot attend this course and give full reasons for not attending.

With kind regards

Brian Cobain

STAFF MANAGER

BC/«Typist»