

New message

To: c.danson@theharringtonagency.net
From: leefong@osa.hk.net
Subject: International Marketing Services Exhibition

Dear Mr Danson,

One Step Ahead would like to invite you to exhibit at One Step Ahead – Marketing Solutions 2024 in Hong Kong. This award-winning event is definitely the biggest international marketing services exhibition in the world.

The exhibition attracts businesspeople from a wide variety of fields. It's a chance for them to gather and learn about the latest marketing trends. A major reason for its success is that we invite only top companies to exhibit there. And this is why we would like you to get involved.

Details: **Dates:** 2nd-5th February, 2024
Location: Agoda Convention Centre, Hong Kong
Deposit: £500

If you want to take this opportunity to raise your company's international profile, follow the link and fill in the [registration form](#). You will then be asked to pay your deposit to secure your place.

You have until **15th December, 2023** to sign up, but places are going fast, so the sooner you book, the better.

If you have any questions, you can contact me at: leefong@osa.superglobe.net

Thank you for your attention, and I look forward to seeing you in Hong Kong next year.

Lee Fong

Imagine that you work for an exhibition. Write an invitation email mentioning all the important information, just like we saw in class. Use this email on page 44 as a model.

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Lee Fong

Now imagine that you work for a company and receive an invitation email from an exhibition. Write a response email accepting the invitation. Include requests (peticiones) and ask questions as well (sé imaginativo/a con las preguntas)