**Academy Sahy**4010 Monroe Avenue  
Polk City, FL 33868  
Tel.: 941-704-6577  
www.academysahy.com

Polk City, Florida  
October 14, 2022

**Rita Oder**  
Creative director  
**Cocoa Media**  
4779 Trails End Road  
Miami, FL 33142

Dear Ms. Oder,

We are pleased to cordially invite you to our annual seminar "Creative Minds Effective Communication" as a guest speaker, which will take place on Tuesday, November 29. At the Academy Sahy we admire the growth that your agency Cocoa Media has had and we believe that you are the ideal person to participate in this event, Miss Oder.

The seminar will take place in the event room of our academy, located at 4010 Monroe Avenue, Polk City, Florida, from 9:00 a.m. to 5:00 p.m. We hope that your presentation can occupy the block of 2:00 p.m. and that you can talk about your experience as a Creative Director.

We would like to have your answer before October 21, in order to coordinate all the details and ensure that the event is to everyone's liking. In this letter you will find all our contact information so that you can send us any questions, to which we will respond as soon as possible.

Sincerely,

**Dylan Newhouse**  
Director  
Tel.744-804-1957