Suzuki & Partners

requests the honor of your presence

at a reception to celebrate

the appointment of new CEO, Kagawa Shota

Wednesday, November 7, 20XX

from 6:00 p.m. to 8:00 p.m.

Cornelius Hotel

8-15 Natsukicho, Yokohama, Kanagawa

Kindly RSVP by Friday, October 20

Card enclosed

Suzuki & Partners

1-2-3 Futaba, Izumi-ku, Yokohama, Kanagawa 200-2345

Tel: +81-(0)45-327-1111

September 10, 20XX

Ms. Patricia Wong

Director

Marketing Department

TCA Co., Ltd.

Dear Ms. Wong,

In honor of the appointment of Mr. Kagawa Shota as CEO of Suzuki & Partners, we have planned a banquet on the seventh of November. We request the honor of your presence for the banquet at Cornelius Hotel, 8-15 Natsukicho, Yokohama at 6:00 p.m. to 8:00 p.m. Please accept our invitation and confirm your attendance.

RSVP

Masaki Shimazu

Executive Office