

## TASK 26

Recall Task 21 and amend it as shown. Proof read it carefully then print out one copy.

TASK 2x6

(today's date)

Mr P Scott  
Publicity Manager  
London Micro Centre  
Rutland Street  
LONDON SW1 4EJ

Dear Mr Scott

Visit to London Micro Centre

I am interested in bringing a group of students to visit the centre in the Autumn term, and wonder if you could suggest a convenient date and time.

There are 20 students in the group, and they are all registered on a Business Studies Course. I understand that your Autumn exhibition will be of great interest to them, because it focuses on new technology and explains the following in visual form:

The background to Silicon Valley

What a microchip really is

How a chip is made

How microelectronics are used today

I hope the Autumn exhibition will provide sufficient information for the students to complete an assignment when they return to college.

Yours sincerely

Michael Wellington