# (Date)

(Name, Lastname)

(Name of the Company)

(Address line)

(Address line)

(Address line)

Dear (Name)

CORFAC International – Corporate Facility Advisors – is pleased to invite you to register to attend our 2017 International Affiliate Meeting, June 15-17, 2017, at Corinthia Hotel in St. Petersburg, Russia. We welcome (Name of the Company) as one of our CORFAC network affiliate office in (City, Country) and look forward to your participation in our conference.

Please be aware that in order to visit the Russian Federation, you will need to obtain a visa for this purpose from the Consular Section of the Russian Federation Embassy or Consulate near your location. Our organization has no influence over the issuance of a visa.

For more information on our 2017 International Affiliate Meeting, attached is the conference program schedule. Hotel reservations in our block can be made now online.

Thank you, (Name). We look forward to welcoming you at our event.

Sincerely,

Alina Agabekova

Senior Consultant

Bright Rich | CORFAC International

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Enclosed: St. Petersburg, Russia Conference Schedule