Full Name:

Class/No :

Arrange the sentences into a good formal invitation by dragging them and drop them in the right order!

To improve the quality and maintain the good cooperation, we will hold the annually supplier meeting.

Please notify us of your confirmation at least January 3, 2021.

Thank you for your precious time and understanding given.

No: 12/X/PURC-Jaya Maju/2021
Subject: Annually Supplier Meeting
To: All supplier of PT. Jaya Maju

Best regard,
Himas Lalunajaya
(Purchasing Manager)

We are expecting your attendance of this annually supplier meeting on time.

Because of your cooperation, PT. Jaya Maju is developing for better and efficient company.

This meeting will be held at:
Day, date : Monday, January 6, 2021
Time : 01.00 – 03.00 PM
Place : Main Hall of PT. Jaya Maju
Jl. Halim Perdana No. 15, Surabaya, East Java.

Good morning.

Firstly, we would like to thank you for your support given to our company all this time.

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LIVEWORKSHEETS