

Dear Mr. McCarthy,

With reference to your email of 18 October, I would like to thank you for inviting me to give a talk at the intercultural communication conference hosted by the Chamber of Commerce in Edinburgh next month.

It will be my utmost pleasure to deliver a presentation on the subject in question. To be more specific, I intend to address the issue of intercultural differences with regard to working practices. Please find enclosed the filled-out proposal form as requested. I will be sending you a brief outline of the proposal for my talk at the end of this week.

I would very much appreciate it if you could provide me with more details as to the venue of the conference, the recommended length of the talk, and any other conference detail that might be of use to me.

I thank you in advance for your attention and look forward to your reply.

Yours Sincerely,  
Jaume Grau.

pdfelement