



Appendix 20 – Example Presentation Invitation Letter

14th December 2009

Dear Special Guest

Invitation to FAST FORWARD graduation

We are approaching the end of Fast Forward Project, which means the Graduation is near. The graduation is also part of **shine's** Believe and Achieve Motivational Workshop.

The Graduation is the most important lesson of all, as this gives the students the opportunity to apply everything they have learnt and present themselves in front of a small audience of friends, family, Personal Advisers, training providers as well as representatives from the Borough of Islington and Central London Connexions.

The students have worked extremely hard over the duration of the project. The team are proud of the group's personal and professional achievements during this time. The commitment to the course and the respect shown to each other has been outstanding. Now is their time to **shine!**

We would like to extend an invitation for you to join us on this special occasion.

FAST FORWARD Graduation details:-

Date: Friday 18th December 2009

Location: St Mary's Parish Office
Upper Street, Islington
London N1 2TX
(enter left side of the church)

Time (guests): 4.30pm
(please do not be late as we will start at 4.30pm sharp)

We look forward to seeing you on the day and would like to thank you in advance for all your support.

Kind regards

Lucinda Hibberd
Head of Information, Advice & Guidance
Islington Council

