August 10, 2014

Mike Sponsor  
210 Sea Colony Dr  
Santa Monica, CA 90405  
USA  
Phone Number: (212) 555 0123  
Email: visitors@email.com

To:

Jan Pozvaný  
Na Trávníku 554  
517 01 Rychnov nad Kněžnou  
Czech Republic

Dear Jan,

I invite you to visit us and spend your vacation in United States with us. We have a plan to visit Grand Canyon  and Las Vegas. It will also be an opportunity for you to experience the American culture and lifestyle.

I will be taking care of your entire USA tour expenses, including the round trip air fare, housing, medical insurance, food and all your other personal expenses.

I'm looking forward to seeing you soon.

Sincerely,

Mike Sponsor

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