

Dear Peter,

How are you? I recently came across a poster about a time management workshop during the June holidays. I am interested to sign up for it. Would you like to join me for this time management workshop?

The workshop will be held from 10 to 11 June, 9am to 12pm at Seng Seng Community Club Room B. This workshop is open to all children between the ages of 11 to 16 and we are 11 years old. Signing up for the workshop is easy as we can register online at www.sengseng.com. Registration closes on May 20 so we will need to decide quickly.

I feel that this workshop can benefit both of us as we are unable to adhere to deadlines for our school work. We will be able to learn ways to manage our time wisely at the workshop.

I hope that I have convinced you to join this time management workshop with me!

Cheers,

Mary