**HEALTH WEST INTERNATIONAL**

**To:** Matthew Chao

**From:** Your Name, Conference Manager

**Date:** September 5, 2021

**Re:** Global Health Insurance Conference

**Pages:**  2

**Fax:** 212-555-0043

Thank you for confirming your attendance at our Global Health Insurance Conference in February. I have booked your accommodations. Your conference package includes two nights, continental breakfast, and the conference dinner. If you like, you can also purchase the following add-ons: Exhibitor’s Kiosk, Fireside Chat Social Hour, Networking Lunch, and Night Out in Boston. *Please see the attached schedule for conference dates and details.*

To make a payment, please call me at 617-555-0156 or visit our website at www.healthwest5.com. Payment must be received in full by the 15th of November to hold your reservation.