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**Office Coordinator**

**Supplemental Material**

Based on the following information, draft a professional letter inviting Senator Davis to the Grays Harbor Council of Governments annual meeting.

* Senator Davis, 100 E. Spruce St., Harborville, WA 00000
* Thursday, December 11, 2022 at 7:00pm
* Coastal Convention Center, Suite B, 817 Broadway Plaza, Harborville
* Guest speaker, Alissa Hodges, Governor’s Office on Equity
* RSVP by December 4th
* Send date – three weeks before the event
* Include signature block with your name