



Document 2F – Invitation to external role players

To:

By e-mail:

or

By fax:

or

Delivered by Hand

Dear Sir / Madam

Date:

INVITATION TO ATTEND POLOKWANE CPF SECTOR _____ MEETING

The Executive Committee for Polokwane CPF , Sector _____ hereby invite you or a duly authorised representative of your unit or department to a Polokwane CPF Sector meeting on:

(date) at (place) at (time)

The purpose of this Invitation to Attend, is to discuss _____

Kindly confirm before (date) if a member of your unit or department will be attending the meeting.

Yours faithfully

SECRETARY

Polokwane CPF Sector _____

Duly authorised and tasked to issue this invitation

E-mail:

Cell number:

Document to be adapted to suit requirements