Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Title

Organization

City

**Mekelle Investment Day**

**Seminar on Business and Investment Opportunities in Mekelle, Ethiopia**

***Addis Ababa, Harmony Hotel, 03 October 2013***

Dear [Insert Name],

The Mekelle City Administration will hold a **Mekelle Investment Day** on October 3, 2013, at the Harmony Hotel in Addis Ababa to promote trade and investment in and around Mekelle and the Tigray Region. The event is being organized as a part of the Regional Partnership to Promote Trade and Investment in Sub-Saharan Africa, funded by the Government of Finland and implemented by the Millennium Cities Initiative, a program of the Earth Institute of Columbia University in New York.

We are hoping that this will be a highly successful event. The seminar will feature presentations from a number of government agencies and private companies on their perspectives on investment. Companies already active in Ethiopia as well as a selected number from Europe, USA, Africa and Asia will be invited. Some of the sectors to be promoted include beekeeping andhoney processing, manufacturing of animal feedstuffs, pharmaceutical formulation, as well asproduction of essential oils and extracts from aromatic gums.

We would like to invite you to **deliver opening remarks and also to chair** the seminar on Thursday, October 3rd, 2013. A copy of the draft programme and some guidelines for our presentation are attached.

Should you require any information, please do not hesitate to contact Mr. Moges Mesfin, MCI Investment Promotion Specialist, via email: moges\_98@yahoo.com or phone: +251914720348.

We hope that you find this effort worth supporting and will be able to join us.

With sincere regards,

[Insert Name]

[Insert Title]

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Name

Title

Organization

City

**Mekelle Investment Day**

**Seminar on Business and Investment Opportunities in Mekelle, Ethiopia**

***Addis Ababa, Harmony Hotel, 03 October 2013***

Dear [Insert Name],

The Mekelle City Administration will hold a **Mekelle Investment Day** on October 03, 2013, at the Harmony Hotel in Addis Ababa to promote trade and investment in and around Mekelle and the Tigray Region. The event is organized as a part of the Regional Partnership to Promote Trade and Investment in Sub-Saharan Africa, funded by the Government of Finland and implemented by the Millennium Cities Initiative, a program of the Earth Institute of Columbia University in New York.

We are hoping that this will be a highly successful event. The seminar will feature presentations from different government agencies and private companies on their perspectives on investment. Companies already active in Ethiopia as well as a selected number from Europe, USA, Africa and Asia will be invited. The sectors to be promoted include beekeeping andhoney processing, manufacturing of animal feedstuffs, pharmaceutical formulation, as well asproduction of essential oils and extracts from aromatic gums.

We would like to invite you to **speak** at the seminar on Thursday, October 3rd, 2013. A copy of the draft programme and some guidelines for our presentation are attached. Also, we would be very honored if your office would lend its support to Mekelle by displaying information about the event on its website and distributing information to investors.

Should you require any information, please do not hesitate to contact Mr. Moges Mesfin, MCI Investment Sector Specialist, via email: moges\_98@yahoo.com or phone: +251914720348.

We hope that you find this effort worth supporting and will be able to join us.

With sincere regards,

[Insert Name]

[Insert Title]