

From: John and Alex Smith  
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To: Jeannie Smyth  
Central Stores  
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## INVITATION

**12 noon, for 1pm start.  
Gilot Centre, Main Street**

Dear Jeannie

John and I would like to invite you to join us at a gathering of friends, family, and other people who are important in John's life.

You've known John for many years now, and what stands out for us is how friendly you are when we call at your shop. You may not realise this, but that's a significant thing for John – and he and I have agreed that we'd be very pleased if you could join us.

At this gathering we'll be thinking hard about John's future, and making plans for the next couple of years. We think that you, and the other people we've invited, may have good ideas about this – and that some will have important contributions to make to ensuring that John has a good life after he's left school. In order to help us do this two independent people (from an organisation called Transforming Transitions) will be leading our discussions and keeping us focused.

The main talking will begin at 1pm, and will probably last for between two and three hours. We want to make sure that there's plenty of time to think carefully and to refine the plans which are created.

If you'd care to join us before 1pm to share some food we'd be very pleased. We're asking people who do this if they can bring something small to share at this time (even a couple of sandwiches would help). After the more focused talking we're also planning to wind down with tea, coffee, and cakes. John's particularly asked for chocolate!

If you are able to join us please confirm with me by phone as soon as possible.

Alex and John Smith