

Your parents will be celebrating their 40th anniversary next month. You are planning a big celebration, but you are not sure how to make the occasion really memorable. Write to your best friend, Joan, who is a professional event planner. In your letter,

- Explain why the occasion is special**
- Ask for her assistance**
- Set up a time to meet at your friend's convenience to discuss your plans**

Dear Joan,

I hope this finds you and your family well. As you may have heard from David, my parents' anniversary is due next month and because you specialize in planning such ceremonies, I need your help.

Firstly, I have to say that almost one month later on July 29th, my parents enter the fifth decade of their marriage which is really wonderful, making me feel over the moon and jump for joy to my heart's content. That is why I am willing to throw a party for them.

As you may have guessed, I want to do my best and create an unforgettable memory for my family. Because of that, I really need your help to plan our party. Whenever I am going to do such things, my mind goes blank and I am sure that it would be the best ever anniversary if you guided me.

Thinking about the possible days to visit you, I should say that I have enough time at this weekend, but I will certainly look forward to hearing from you as I am fully aware that you are snowed under with your job commitments. Let me know when you are free.

Sorry to have caused any inconvenience.

Best wishes,

Vahid