



Institution for Secretarial Practices & Development (INSPIRE)

(A non-profit, voluntary professional body of working Secretaries)

H.No. 480, Sector 10, Panchkula

www.inspireindia.com

94173-01480

Lalit Mohan Bansal
Chairman

18 August 2011

Dear Member,

Request for Souvenir Advertisement

As you may be aware, we are celebrating the **Annual Foundation Day on Sunday, the 25th September, 2011 at Punjab Kala Bhawan, Sector 16, Chandigarh.** A detailed circular is enclosed herewith. On this occasion, a Souvenir highlighting the activities of the Institution is being brought-out.

A Souvenir Committee has been constituted by the Executive Council, of which members are as under :

Convenor	Mr. Lalit Mohan Bansal, NIC	94173 01480
Member	Mr. Rajan Nanda, Pb. & Hr. High Court	97800 27729
Member	Mr. Vineet Verma	94634 00064
Member	Mr. K.S.Mehta, PSIDC	0172-2710136

Like the past, this task can only be accomplished with your cooperation and active participation by way of arranging advertisements for the Souvenir. In this regard, I am enclosing a request letter for procuring advertisement for the Souvenir. You are requested to send the advertisements so received / collected at the above mentioned address of Inspire or to any of the above members. You are also requested to contribute to the cause by way of sending articles, personal achievements, tit bits etc.

Since the Annual Day is being organized on 25th September, 2011; the articles and advertisements so collected may please be sent well in advance but not later than 10th September, 2011.

Looking forward to your valuable support and participation.

Kind regards,

Lalit Mohan Bansal



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Institution for Secretarial Practices & Development (INSPIRE) is a non-profit voluntary professional body of working secretarial practitioners formed for over-all development of secretarial profession. Since its inception in the year 1993, INSPIRE is engaged in various activities and programmes aimed primarily at developing the professional competencies of its members through training and development programmes.

The Institution is celebrating its **Annual Foundation Day** on **Sunday, the 25th September, 2011**. A Souvenir highlighting the activities of the Institution is being brought-out which shall be widely circulated amongst our members in almost all industries, corporations, banks, academic, scientific, technical and medical institutions and other government and non-government agencies. The tariff for advertisement are as under :

Advertisement Tariff

Back Cover (colored)	:	Rs.20,000/-
Front Inside (colored)	:	Rs.15,000/-
Back Inside (colored)	:	Rs.10,000/-
Full Page on color paper	:	Rs.5,000/-
Full Page B&W	:	Rs.3,000/-
Half Page B&W	:	Rs.2,000/-

We would be grateful if you could kindly release a suitable advertisement in the Souvenir. Please send in your payment towards the advertisement tariff through local cheque in favour of "**INSPIRE**" payable at Chandigarh.

Thanking you and looking forward to your valuable patronage.

Kind regards,

Lalit Mohan Bansal