2, Chi Fu Close,

Pokfulam,

Hong Kong

Jennifer Kwong

Flat A, 3rd Floor, Block 2,

1 Queen's Road, Central,

Hong Kong

2, Chi Fu Close,

Pokfulam,

Hong Kong

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1 Queen's Road, Central,

Hong Kong

Dear Jennifer Kwong,

I would like to invite you to attend my birthday party to be held on December 1, 2010 at 7:00 pm.

Yours Sincerely,

Vivian Chong

Resume

Name: Jennifer Kwong

Age: 15

Sex: Female

Address: Flat A, 3rd Floor, Block 2, 1 Queen's Road, Central, Hong Kong

Phone Number: 2550 6111

Email Address: Jennifer@gmail.com