



Research, Education, and Economics  
Agricultural Research Service

Font: 11.5 or 12 Times New Roman  
Margins: Normal  
Paragraph 1 specify reason for attendance, city, state, country and date of funding.  
Paragraph 3 specify funding received and \$\$.  
Bullet 3 specify AO or delegated person's name.  
Last paragraph provide bullet 3 contact, name, address, phone.

**DO NOT DATE**

Note: Add email address here

Name  
Address  
City, State Zip, Country

If not USA

On first mention of a name, list the first and last name.

Dear Dr. Jones:

Use Colon:

I am pleased to learn the work of Dr. Kevin Jones has been found to be of a level of significance and quality to warrant your invitation to present (must specify reason for attendance) at the 5th National Symposium on Plant Soil Interactions at Low pH to be held in South Williamsport, Pennsylvania, August 21 - 23, 2010.

I understand that your organization has had significant findings in the pH balance levels required for a variety of plant growth which would complement our recent Agency studies in soil and plant sciences. I'm confident that you will find Dr. Jones' research in pH balance quite beneficial to your ongoing work. In view of the mutual benefits to be gained from this meeting, Agricultural Research Service (ARS) accepts your invitation on behalf of Dr. Jones.

If you know the \$\$ enter it here

Thank you for your offer to finance the registration fee, hotel costs, round trip travel, and per diem for Dr. Jones' participation. ARS will finance Dr. Jones' salary while participating in the symposium. Please understand that as a Federal employee Dr. Jones must adhere to certain administrative procedures related to the travel arrangements and attendance at the symposium. I would like to communicate several of those procedures as follows:

- Since Dr. Jones will participate in the activity as a Federal employee, no honoraria may be accepted. Dr. Jones may not accept any form of direct payment (cash or check) to defray the cost of travel and trip expenses.
- You may provide "in kind" assistance, whereby you furnish airline tickets or pay vendors directly for lodging, meals, local transportation, etc.
- If "in-kind" assistance cannot be provided, Dr. Jones will travel on ARS funds and upon completion of his/her travel; ARS will submit receipts for travel expenses incurred directly to your organization for reimbursement. Should you have any questions regarding these arrangements, please contact XXX - (provide administrative contact at your location).

Please contact (Name, title, and address), at (telephone number) for questions pertaining to financing arrangements.

Sincerely,

Note: "at" phone number

If this sentence is the same as the last paragraph, combine them.

ROBERT L. MATTERI  
Director, Midwest Area

Name in all caps

Keep this below 1" line

Office of the Director, Midwest Area 1815 North  
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