



Stop inside address at the dash line.

Add email address below inside address.

Paragraph 1 specify reason for attendance, city, state, country and date of funding.

Paragraph 3 specify EXACT funding received.

Bullet 3 specify AO or delegated person's name.

Last paragraph provide bullet 3 contact, name, address, phone.

*Font: 12
Margins: NORMAL (1")*

(extra spaces to bring body of letter lower)

**DO NOT DATE
(2-3 spaces)**

Dr. James R. Ryan *Do not abbreviate state*
Address
City, State, Zip, Country
email.address@anywhere.com

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.**

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.

Put page break after second bullet....AND extra spaces above date to bring body down.

- If “in-kind” assistance cannot be provided, Dr. XXX 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

ROBERT L. MATTERI
Director, Midwest Area

Director’s name is in ALL CAPS