

TO BE PLACED ON DEPARTMENT LETTERHEAD –

## **EXAMPLE**

Current Date

Susie Smith  
1234 Main Street  
Anytown, IA 50000

Dear Ms. Smith:

Thank you for agreeing to provide interpreting services for Mary Jones at the Summer Series Workshop, September 8-9, 2006 beginning at 8:00 a.m. on the 8<sup>th</sup> and ending at 1:00 p.m. on the 9<sup>th</sup>.

The workshop will be held at the Anytown Hotel, 8899 S. 9<sup>th</sup>, Des Moines, IA. We agree to pay you \$35.00 per hour portal-to-portal for your services.

If you have additional questions, please contact Mabel Simmons at 555-1212. We look forward to working with you.

Sincerely,

Mabel Simmons  
Secretary to the Administrator