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Dear \_\_\_\_\_:

The \_\_\_\_\_ Department at the University of Alabama in Huntsville is pleased to invite you to list service provided here on month day year.

We would be happy to provide you with an honorarium of \_\_\_\_\_. We look forward to your visit. Please contact me if you should have any questions.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_  
Dr. Christine Curtis  
Provost and Executive  
Vice President for  
Academic Affairs

I agree to the above terms \_\_\_\_\_  
Vendor Name (typed here) Date