

DATE

Vendor's First Name Last Name
Street Address
City, State Zip Code

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,

Budget Unit Head Name
Budget Unit Head Title
Department Name

Approved _____
Name of Chair/Dean
Department Name

Approved _____
Dr. David Puleo
Provost and Executive
Vice President for
Academic Affairs

I agree to the above terms _____
Vendor Name typed here Date