|  |  |  |
| --- | --- | --- |
| <<Form\_Salutation>> <<Account\_Name>>  <<Address\_GLBL\_Line\_1\_Adrs\_Txt\_GLBL>>  <<Address\_GLBL\_Line\_2\_Adrs\_Txt\_GLBL>>  <<Address\_GLBL\_Zip\_Postal\_Code\_GLBL>>  <<Address\_GLBL\_City\_GLBL>> | | |
|  |  | <<Today\_\_s>> |

Dear <<Form\_Salutation>> <<Account\_LastName>>,

We wish to thank you for the participation at the <<Meeting\_MERC\_Name>>

We hope you had an informative and productive meeting in <<Meeting\_MERC\_City\_of\_Meeting\_MERC>>.

Your honoraria payment will be credited to the ‘Payee’ within 10 working days.

Please, find attached the Expense Reimbursement Form.

We would kindly ask you to complete it and return it with original receipts within 30 days of the meeting.

If you have any queries, please, do not hesitate to contact us.

We look forward to working with you again soon.

With kindest regards,

<<User\_Name>>

020 3684 0772

Lilly\_UK\_CMS@lilly.com

Lilly Customer Meeting service