{stdlongdate}

{ContactNameAdr}

{ContactAdrCorStreet1}

{x ContactAdrCorStreet2}

{ContactAdrCorCity} {ContactAdrCorState} {ContactAdrCorZip}

Dear {ContactName}:

Thank you for taking time out of your busy schedule to conduct a presentation on {qu Topic} at the NDPERS Pre-Retirement Education Program sponsored by {OrgName}. The program is scheduled for:

Date: {SeminarStartDateDay1}

Time: {SeminarStartTimeDay1}

Location: {SeminarLocation}; {SeminarMeetingRoom}

Enclosed is a tentative agenda. All times are {SeminarTimeZone}. We expect approximately {TotalNoOfAttendees} participants. If there are changes in the schedule, you will be notified.

Please provide NDPERS with a copy of your biography and an outline of your presentation and power point no later then {qu SubmittedDate}.You may send these documents in an electronic file to {qu Email}. We will load your presentation and it will be available on-site for your use.

Thank you for your participation in this program. If you have any questions, please contact NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Administrative Services Division

Enclosures: Agenda