{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: TFFR / RIO PREP**

Dear {stdOrgName}:

This will confirm that {SeminarStartDateDay1} has been reserved for a TFFR / RIO PREP sponsored by the {OrgName}. {Counselor} will be your guest speaker at the seminar.

Please contact NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber} if there any changes to the scheduled seminar.

Sincerely,

NDPERS Administrative Services Division