

----- (Date)

Dear Michael:

It is my understanding that from this letter of intent, your assistant will execute a performance agreement, will send two copies to me to sign, and I am to return one copy to you.

The retreat/conference/in-service day is for NAME OF THE ORGANIZATION, ADDRESS, PHONE NUMBER, which will be held on DATE (S) OF EVENT, at LOCATION OF EVENT. The workshop(s) will run from TIME OF SESSION(S), and will conclude with a concert in the evening.

The fee for the workshop(s) will be \$_____ (agreed upon figure), plus food and lodging for ____ days. Air travel expenses will be reimbursed by _____ (name of sponsoring organization).

Sincerely,