

Vendor Name
Vendor Address
City, State Zip

{Thursday, June 4, 2020}

Dear {Vendor},

On behalf of the {Department} at the University of Louisville, I invite you to **{input information about event, or proposed offer}**. We also invite you to **{Add any information including additional events like symposium or panel}**.

We request that your {event} be held **{Day} {Date} {Time} {Location}**. You are also asked to attend **{Add any additional information about symposium or panel participation}**. The {Event} will be held **{Time}** in **{Place}** and your {Event} is tentatively scheduled for **{Time}**.

The {Department or Program} will provide an honorarium of **{\$ Amount}** for your participation, and {Coordinator} will arrange your **{transportation and or lodging accommodations}**. {Program or School} will also provide **{any additional provisions}** for the {Speaker/Panel} on {Date} and arrange for **{Breakfast/Lunch} {Day} {Date}** (please save receipts for meals taken at airports during your travel to and from Louisville). The {Coordinators} (cc'd above) will help coordinate your visit and ensure that the honorarium is paid in a timely manner.

In order to comply with University of Louisville policy for paying honorarium, would you please review this letter and send a brief acknowledgement that the terms are acceptable (please reply to all). After we receive your acceptance, Dawn Clements, from the Dean's office, will send you a link to begin the supplier onboarding process. As per University Policy, you can expect payment/reimbursement within 30 days of your event provided you have submitted your vendor setup and all receipts.

We're excited for your visit.

Sincerely,

{Name}
{Title}
University of Louisville
Louisville, KY 40292

Printed Name / Date

Signature