

FROM
ADDRESS

Date

Dear :

The Great Plains Resource Conservation and Development, RC&D, Association appreciates your willingness to speak at the first Southwestern Oklahoma conference for "Women In Agriculture and Small Business" October 21, 2003 at Southwestern Oklahoma State University in Weatherford, Oklahoma. We look forward to hearing your presentation and learning from your experience.

The Great Plains RC&D works to empower rural Oklahomans to help themselves by providing tools and technical support to stabilize and grow their own communities while protecting and developing natural resources. Thank you for supporting this mission and empowering the educational growth of Oklahoma women.

Enclosed please find a letter of agreement for your speaking engagement. This will allow us to finalize schedules, make necessary arrangements, and print conference brochures. Please complete the information requested, sign, and return. Your notes will allow us to prepare for your presentation and meet any special requests or needs.

Conference brochures will be mailed in June. The conference schedule and a map are enclosed for your information.

Thank you for you commitment!

Sincerely,

Codie Lee
Great Plains RC&D Project Assistant