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January 15, 2011

Dear :

You have been highly recommended by several of our members as a speaker for the travel agents’ banquet. The place is the Alpine Ski House in Breckenridge, Colorado; the date is the evening of October 3.

The banquet is a purely social affair, climaxing three days of hard work, and we prefer an address on the light side, but with an inspirational theme. I would leave it to you to select an appropriate topic for the occasion.

May I hear from you by July 15? Please indicate in your reply the financial arrangements you require. Just as soon as we have reached an agreement, I will send you more details, including a tentative convention program.

Sincerely,