

[Presenter's Title Block]
Business Computer Applications Inc. CITS Contractor
Centers for Disease Control and Prevention (CDC)
Atlanta, Georgia

[Presenter's Name],

[Organization name] would like to invite you to be a speaker at [event]. The Conference will be held at [venue, city, and state] on [date(s)]. [Brief description of attendees (e.g., type of professionals, approx. how many, etc.)] The audience is interested in [insert topic(s) to be presented].

[Organization name] agrees to reimburse the Centers for Disease Control and Prevention/NCPDCID/DHQP for travel expenses, including lodging for the night of [date], as well as airline transportation, and all meals and miscellaneous expenses incurred for your travel.

It is the policy of this organization to reimburse participants and speakers. Federal Funds are not involved. Honorarium will not be given and no funds will be given directly to participants. [Organization name] agrees to accept direct billing from NCPDCID/DHQP. The invoice should be sent to [Name & address].

Thank you very much for your consideration.

Sincerely,