

SAMPLE

May 1, 2003

Dear Hotel Administrator:

This letter serves to identify Ms. Biblia File as a trainer with the Illinois State Library's ILLINET/OCLC Services Network, an office of the Secretary of State of Illinois. Ms. File is working on behalf of the State of Illinois and will be conducting training sessions in Chicago on May 1 and 2, 2003. Please accord her the current institutional hotel rate contracted for state government agencies.

If more information is required you may contact me at the telephone number below. Thank you for your cooperation.

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Signature of Trainer (Only valid when signed)

Sincerely,

Anne Craig  
ILLINET/OCLC Services  
Illinois State Library  
217-785-5607