

(Use your own Association letterhead if possible)

CRCEA (Date) SPRING/FALL CONFERENCE

Date

Place

To all CRCEA Delegates, Alternates, County Association Members, Affiliates,
Retirement Board Members, Spouses, and Guests:

The (name of local association) cordially invites you to attend the CRCEA (Spring/Fall
20XX) Conference to be held (m/d/y) at:

Hotel Name

Hotel Address

Hotel Phone

Hotel Web Site

Enclosed are registration forms to assist you in registering to attend the CRCEA (Spring/Fall 200x) Conference. Please complete a registration form for each attendee including spouse and/or guest. Your completed registration form(s) and check must be received by (DATE). The check should include \$35 for each attendee (excluding Affiliates) and \$____ for each banquet reservation.

Hotel reservations are to be made directly with the hotel before (Date). Please note the room rate is \$____ plus xx% tax for a total of \$____. The hotel has a restaurant on site and free parking.(If applicable) When making reservations be sure to mention you are with CRCEA to receive the conference room rate.

Any questions regarding conference registration should be referred to (Name), Conference Chair, at (Telephone Number and Email Address).

We look forward to seeing you and to your participation at the conference.

Sincerely,

(Name), Conference Chair

Delegates Only: Please bring 25 copies of your association newsletter for placement on the information table.

SEE ENCLOSED MAP FOR HOTEL DIRECTIONS