

CRCEA CONFERENCE INVITATIONAL LETTER

(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 20XX) 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 \$75 for each attendee (excluding Affiliates), and \$ XX for each banquet reservation.

Hotel reservations are to be made directly with the hotel before (Date). Please note the room rate is \$ XX plus XX% tax for a total of \$ XX. The hotel has a restaurant on site and free parking (if applicable or list special rate) When making reservations be sure to mention you are with CRCEA (or other designation used for identification of the conference) 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 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