Your Name

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| **Your Name**  4536 Broadway  Astoria, NY 11103  212-555-2939  yourname@gmail.com |  | **Dr. Lisa Branscombe**  President Allied Lung Association 4783 Sacramento Street San Francisco, CA 94756 |

April 8, 2017

Dear Dr. Branscombe:

Thank you for your kind invitation to speak at your conference on advances in the treatment and prevention of lung disease. I will be happy to oblige.

I understand the conference will be held September 17-19 at the Jackson Lake Lodge in Grand Teton National Park. I will address my remarks to the topic you suggested, “Interventional Pulmonology: Advances in Diagnosis and Treatment.” I will plan to speak for an hour on September 18, with a question and answer session to follow. My talk will include a forty-five minute slide presentation.

I am grateful that your office is taking care of my travel arrangements. The closest airport to my home is LaGuardia Airport. My preference is to arrive in Jackson Hole early September 17, and to rent a car there. I would prefer to depart September 20.

I look forward to meeting you in September.

Sincerely,

**Your Name**