

SAMPLE

May 1, 2006

Dear Hotel Administrator:

This letter serves to identify Mr. Mark B. Record as a trainer with the Illinois State Library's ILLINET/OCLC Services Network, an office of the Secretary of State of Illinois. Mr. Record is working on behalf of the State of Illinois and will be conducting training sessions in Chicago on May 1 and 2, 2006. Please accord him 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.

Signature of Trainer (Only valid when signed)

Sincerely,

Suzanne Schriar
ILLINET/OCLC Services
Illinois State Library
217-785-1533