

Sample letter to speakers for Class 6

Susie Speaker
1234 Busy Street
Nami, US 55555

Dear Susie:

Thank you so much for agreeing to speak to our NAMI Basics participants Tuesday, September 5, 2007, the night of our final class. As we discussed on the telephone, we would like to hear from you about the child advocacy services that are available to parents and other caregivers of children and adolescents through your organization. We would like you to cover at a minimum the following:

1. a description what services are available to parents
2. the eligibility requirements to receive the services
3. how a parent accesses those services
4. how the organization represented works with other similar organizations, in our area, including NAMI

At this point, our participants are especially interested in technical support services available to them such as attending IEP meetings with them, assisting with letter writing, and other similar services. We ask that your presentation run about 30 minutes, followed by 30 minutes for questions and discussion. We estimate that this portion of the class will run no longer than an hour, and that you will be free to get home after the discussion period.

We look forward to seeing you Friday night, September 5, 2007 at 6:30 in the Community room of the Nami town library. If you have any questions, please do not hesitate to call either of us.

Sincerely,

Teacher # 1
555-1234

Teacher # 2
666-1234