

## Sample Letter of Agreement

Date

Speaker's Name

Address

City, State, Zip

Dear Speaker:

This letter serves as a formal agreement between Student Organization's Name and Speaker, whereby Speaker will provide professional services of lecture, on date, time and place.

Speaker is being sponsored by the Student Organization's Name and will be compensated for services provided in the amount of \$Amount. Payment will be disbursed upon completion of services.

Please sign both copies of this agreement. Retain one copy for your files and return one copy to the Student Organization (include address).

---

President's Signature

---

Speakers Signature

---

Social Security Number

---

Date

This should only be used if organization funding is paying for the speaker. If UCSO or other university funds are used, the Texas A&M-Corpus Christi Contract/Agreement must be used.

**NOTE: This is only an example. Each event varies, the letter should include items specific to your event. A member of the Student Activities or Recreational Sports staff will be happy to proof-read a letter of agreement.**