September 6, 2023

Name

Address

Regarding:

Dear \_\_,

It is my pleasure to invite you as a guest speaker to participate in

at the Department of Philosophy & Religion at the University of North Texas.

The faculty and staff members at the Department of Philosophy & Religion will utilize this time to hold a lecturing session relevant to faculty and graduate instructors across our College of Liberal Arts and Social Sciences to be held on \_\_.

Your program objective will include the presentation itself in addition to any possible class visits and/or other interactions with students and faculty under the direction of the Jain Studies Program with the Department of Philosophy & Religion.

The honorarium associated with this speaking event will be $\_\_.00 USD (xx dollars) in addition to transportation, lodging and meal expenses. Individual receipts will need to be submitted before reimbursement can be made. Payment for services rendered will be processed after the scope of services have been completed.

Feel free to contact me if you have any questions or need further assistance as you prepare for your visit. I look forward to your visit and participation in this event!

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leah Kalmanson David Kaplan  
Hosting Professor Department Chair

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| **Acceptance:**  I accept the offer as described in this agreement and agree to abide by the terms and conditions applicable to the University of North Texas and the Department of Philosophy and Religion.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature & Date  Preferred Email AND Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |