

## SAMPLE LETTER OF AGREEMENT

Date

Speaker's Name  
Address  
City, State      Zip

Dear Speaker's Name:

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

Speaker's Name 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 file and return one copy to the Student Organization (or specific office).

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Organization Name

\_\_\_\_\_  
Speakers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Speaker's Social Security Number

***NOTE: This is only an example. Each event varies, the letter should include items specific to your event.***