

## Letter of Invitation Request Form

Please note that this form should be sent to the Meeting Department at ASABE Headquarters. Please allow 3 business days for processing. The letter will be delivered via email in a .pdf format. Hard copies of letters will not be issued except for in special circumstances.

All fields are required.

### Request information-

#### **Person Making Request:**

**Is the invitee an author on an accepted paper to this conference? ( Yes / No )**

**If yes, please provide the paper number:**

**Have you registered for the conference? ( Yes / No )**

**If yes, please provide the registration confirmation number:**

### Letter information-

**Name of Conference:**

**Date of Conference (MM/DD-MM/DD/YYYY):**

**First Name of Invitee:**

**Middle Initial:**

**Last/Family Name:**

**ASABE Member Number (if member):**

**Company/Institution:**

**Title of Employment:**

**Address:**

**City:**

**State/Province:**

**Country:**

**Zip/Postal Code:**

**Email:**