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| [Date of Letter]Guest NameAddressCity,ST Zipcode Title & DepartmentCollege/UniversityDear [Guest],Thank you for agreeing to lecture at the University of Pittsburgh, [Department] on [Date of Activity]. We are pleased to offer you an honorarium in the amount of [$$$] for [purpose of visit and/or name of project related to visit].Sincere regards,[Hosting Faculty Member][Departmental Title] | **Department Name**Kenneth P. Dietrich School of Arts and SciencesXXXX Buidling NameXXXX Street AddressPittsburgh, PA 15260412-XXX-XXXXFax: 412-XXX-XXXXwww.website.com |