<Society Logo>

<Date>

Dr. <Full Name>

<Address>

<City>, <State> <Zip>

Dear Dr. <Last Name>:

Thank you for presenting the continuing education course “<Program Title>,” for the <Society> (<society acronym>).

Enclosed is the agreed upon <$Amount> honorarium, as well as an expense voucher for you to complete. Please return it in the envelope enclosed at your earliest convenience and attach all available receipts.

I sincerely appreciate you agreeing to present for the <society acronym>. The <society acronym> members and I were honored to have you. If there is anything I can ever do for you in the future, please don’t hesitate to contact me at <contact number> or <email>.

Best regards,

<full name>, <degree>

<your volunteer role>, <Society>