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| [Date of Letter]  Guest Name  Address  City,ST Zipcode  Title & Department  College/University  Dear [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 Sciences  XXXX Buidling Name  XXXX Street Address  Pittsburgh, PA 15260  412-XXX-XXXX  Fax: 412-XXX-XXXX  www.website.com |