



# Baylor University

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Honorarium

Dear \_\_\_\_\_:

Please allow us to set our understanding of your expected visit to the Baylor University campus on \_\_\_\_\_, to present \_\_\_\_\_.  
The exact content and schedule of activities will be determined by you and \_\_\_\_\_.

In appreciation for the presentation, Baylor University will pay you an all-inclusive honorarium fee of \_\_\_\_\_ U.S. dollars (\$\_\_\_\_\_).

Thank you very much for this, and we look forward to seeing you on \_\_\_\_\_.  
Please notify us immediately if you need to cancel or re-schedule the presentation.

**With appreciation,**

**BAYLOR UNIVERSITY**