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<<date>>

<<First Name Last Name
Address
City State Zip Code>>

Last week, I sent you a letter inviting you to participate (and pay you $80) in a Colorado State University small group discussion about management of water quality in the Susquehanna River in Pennsylvania.

We are looking for a wide range of people, and you don't need to have visited the Susquehanna River or have any experience with water quality. All the information you need to participate will be provided during our session.

The discussion group will be held at <<location>> on <<date>> from <<start time>> to <<end time>>.

If you are interested in participating, please call Michelle at 970-491-6959 or email her at michelle.haefele@colostate.edu by <<set deadline date>>.

In addition, I would be happy to answer any questions you might have about this before deciding to participate. Please feel free to email me at john.loomis@colostate.edu.

Thank you for your consideration of this request.

Sincerely,

John Loomis, Professor