

SAMPLE MCHB STATE WORKSHOP TA NOTIFICATION LETTER

[Date]

Mr./Ms. TA Participant
1234 Any Street
Anywhere, USA 01234

Dear Mr./Ms. TA Participant;

Your request for technical assistance (TA) has been approved. The workshop is being held at [Location] on [Date]. A preliminary agenda is attached. Please note that you and other State representatives are invited to lead the discussion on [Topic]. You are asked to select the most knowledgeable persons in your State to discuss [Topic]. MCHB will pay for lodging and per diem for the workshop for [Number] of representatives from your State. Additional State MCHB staff are welcome to attend the workshop; however, the cost of lodging and per diem for such additional staff would be the responsibility of the state.

A block of rooms for this workshop has been reserved at [Rate] per night at [Location]. Please let Vicki Rogerson, Logistical Coordinator, know how many people from your State will be attending the workshop and whether you will be staying at the [Location] by [Date]. She can be reached at (703) 518-0233 or by email at vicki@roomersinc.com.

Additional questions concerning this TA should be directed to Carol O'Toole at the Maternal and Child Health Bureau at (301) 443-0869. I look forward to seeing you in [Date].

Sincerely,

Cassie B. Lauver, A.C.S.W.
Director, Division of State and
Community Health (MCHB)

Enclosures