

SCHOOL LETTERHEAD

Date

Principal Name
School Name
School Street Address
School City, State and Zip Code
Principal Phone Number
Principal email address
School website URL

Conference Education Associate Name
Title
Conference Name
Conference Street Address
Conference City, State and Zip Code

RE: Southern Union Library/Information Resources Program

Dear Education Associate (or name of conference education associate):

This is a letter of intent to join the Southern Union Library/Information Resources Program as of school year 2018-2019 (enter school year entering the program). We understand the conference will be billed on our behalf.

The (school name) library manager is (name). He/She can be reached at (phone number) or via email at (email address). His/Her library work hours are from (fill in library work schedule). I am designating the following have access to the library funds in Mackin.com:

(List the names, phone numbers, and email addresses of those that should have access to school's library funds in Mackin.com)

Please confirm your receipt of this letter and let me know the next steps in this process. Do not hesitate to contact me if you need any further information.

With warm regards,

Principal's Signature

Cc: lirsupport@southernunion.com