

C. Sample NALP Instructor Confirmation Letter

Your Logo or Letterhead

DATE

INSTRUCTOR NAME
TITLE
ADDRESS

Dear NAME:

Thank you for your willingness and time to serve as the instructor for the NALP module (NAME OF MODULE) on (DAY, DATE).

Your class will be held in the (DESCRIBE LOCATION INCLUDING ROOM – FULL STREET ADDRESS). Your class is scheduled to begin at (START TIME). Please plan to arrive at least 30 minutes prior to that time to familiarize yourself with the room setup and greet students. The program is scheduled to end at (END TIME). As you know, the Instructor Guide recommends breaks when needed throughout your class.

Enclosed are copies of the Instructor's Guide and Participant materials for the (NAME) module. Due to the size of the PowerPoint presentation files for the NALP courses, a USB flash drive containing the files is included for your use.

The (FACILITY OR ROOM) is equipped with a flip chart, LCD projector and wireless internet. (EXPLAIN ANY ACCESS TO REFRESHMENTS AND ACCESS CODES FOR BUILDING ENTRY AND TECHNOLOGY).

I'm grateful for your support and involvement in the continuing education of apartment industry professionals. I look forward to seeing you on (DAY AND DATE).

Sincerely,

YOUR NAME
YOUR CONTACT INFORMATION