

# **NACUA**

## **Sample Non-member Meeting Attendee Endorsement Letter**

November 2016

### **In-House Counsel**

To: NACUA Meetings Department

As the primary representative for <NAME OF MEMBER INSTITUTION>, I endorse the registration of <REGISTRANT'S NAME> to attend the <Name of Educational Program>. As the <REGISTRANT'S TITLE>, he/she is responsible for <Areas of relevant responsibility to the educational program> and would benefit from attending this upcoming educational program.

Sincerely,

<Signature and Printed Name of Primary Representative>

---

### **External Counsel**

To: NACUA Meetings Department

As the primary representative for <NAME OF MEMBER INSTITUTION>, I endorse the registration of <REGISTRANT'S NAME> to attend the <Name of Educational Program>. As an external counsel, <REGISTRANT'S NAME> is currently engaged to represent my institution on legal matters. He/She is a licensed attorney in good standing in at least one state and has a commonality of interest with NACUA member institutions.

Sincerely,

<Signature and Printed Name of Primary Representative>