**Sample Letter**

**Acceptance Letter to DSAT Train-the-Trainer Participants**

**We are pleased that you will be attending the upcoming DSAT Train the Trainer workshop in \_\_\_\_\_\_\_\_\_ (name of place or city). As you are aware, as part of your commitment to the workshop, you are expected to complete a number of “homework” activities prior to the workshop.**

***Required Homework* (to be completed prior to the workshop)**

* Read the Trainer’s Manual provided
* View the ADA video
* Investigate and compile a list of Local Resources to share with the group
* Read and understand DSAT trainer expectations
* Execute the Letter of Agreement or Understanding
* Arrange for any CEUs (let us know and we can help provide)
* Make an VP appointment with the Master Trainer for any additional information or clarification

The workshop will be conducted in ASL. Interpreters will not be provided. If you need a reasonable accommodation, please do let us know.

***Time and Location of Training***

Please add

***Lunch***

Will or will not be provided.

***RSVP***

**Provide date and process for confirming RSVP**