

Our Favorite Retreat and Conference Center

123 Main Street
P.O. Box 12712
Portland, OR 97219
(503) 555-1212

October 21, 2003

Episcopal Church
Attn: Scott Stapleton
860 N. 1200 East
Los Angeles, CA 90036

Dear Scott:

This will confirm the booking of your event, referred to as Episcopal Church Province VIII, for the dates 5:00 pm Sunday October 12, 2003 --to-- 1:00 pm Wednesday October 15, 2003.

We have scheduled facilities and services for 30 attendees at this event.

You will find a Booking Agreement attached. Please review the details shown there and advise us of any changes needed.

Please also note the due dates for reservation deposits and other information needed prior to your arrival.

Thanks for scheduling your group to come to Our Favorite RCC. We look forward to seeing you here.

Sincerely,

Sallie Mae Browning
Executive Director