

# YOU'RE INVITED!

I would like to formally invite you and your organization to our

## **11<sup>th</sup> Annual MCF-Stillwater Transitions Fair!**

Those of us here at the Stillwater Correctional Facility would certainly enjoy and appreciate your attendance at this great event, as we assist offenders with as much information on the valuable resources available to them for a successful reentry into their community. Having your organization as a part of that effort at the Transitions Fair would be greatly welcome!

The date and time of this productive event is **October 19<sup>th</sup>, 2016, from 7:15 AM to 3:00 PM.** Coffee, juice, and pastries are scheduled for the morning, with lunch provided between 11:00 and 12:15 that includes a short presentation.

**Attached, please find the response form you'll need to fill out and return to me to assure your spot among our vast group of vendors.** It would be immensely helpful if you could return the form at your earliest convenience. Please be sure to list what services you and/or your organization provide so we can group you with other vendors with similar resources.

If you have any comments, concerns, or questions about any part of the Transitions Fair or the application process, please don't hesitate to contact me at any time.

Thank you for your time. I look forward to seeing you on October 19<sup>th</sup>!

Respectfully,

*Mr. Steven Richard*

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