  
**Texas District of Institute of Transportation Engineers, PO Box 426, Arlington, Texas 76004-0426**

Date

Dear Name:

The Texas District of the Institute of Transportation Engineers (TexITE) will be holding their next meeting in San Marcos, Texas on March 28-30, 2012. As part of the technical program we are planning to have a session on **Traffic Sign Retroreflectivity Requirements: Overview and Discussion of Sign Maintenance Methods**. We would like for you to make a presentation during this session regarding Lubbock County’s sign maintenance methods. The presentation will either be on Thursday, March 29 or Friday, March 30. Additional details regarding the presentation will be available at a later date.

If you are willing and able to make the requested presentation, TexITE is offering a complimentary registration for the meeting. Travel expenses are not covered.

Please let me know as soon as possible if you can make the requested presentation. Feel free to call me if you have any questions. We look forward to your response.

Name

TexITE Vice President

Email

Phone Number