



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
Toll free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295
"An Affirmative Action/Equal Opportunity Employer"
www.ct.gov/trb

November 21, 2008

TO: Transmittal Processors

Teachers' Retirement Board will hold a training session on Wednesday 12/17/08 from 9:00-12:00 at the agency's office. The training is designed for transmittal processors and should be especially helpful to those who are new in this position or have specific questions regarding the use of the transmittal software or the processing of specific transactions. We'll limit attendance to 12 people to afford everyone the opportunity to have hands-on experience with the software.

Let me know as soon as possible if you would like to attend.

Very truly yours,

Louis Laccavole

Fiscal Administrative Supervisor

C: Business Managers

TransmittalTrainingatTRB 11/2008