

(Date)

National Speaker's Association  
1500 South Priest Drive  
Tempe, AZ 85281  
Attention: Gemenie Babb

Dear National Speakers Association:

I am writing to verify the professional speaking presentations which have been given within the past 12 months by (name), (position title) of (company). His/Her presentations have been given to audiences of 15 or larger.

Please accept this letter as the supporting documentation of 20 speaking presentations in the past 12 months.

	<u>Date</u>	<u>Group</u>	<u>Attendance</u>
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Sincerely,

(Manager/Supervisor)  
(Company)