

Appendix 4 Sample Company Letter Confirming Speaking Assignments and Remuneration

The Secretariat

Professional Speaker's Association of Southern Africa

4 Karen Street

Bryanston West

2191

Xxx (Date)

Dear Professional Speakers Association of Southern Africa

I am writing to verify the professional speaking presentations which have been given within the past 12 months by:

Name:.....

Position title:.....

of Company.....

Please accept this letter as the supporting documentation of 25 speaking presentations in the past 12 months. I further confirm that his/her remuneration exceeded the threshold of R 250,000.

Date	Group	Attendance
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Date	Group	Attendance
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

Sincerely,

(Manager/Supervisor) (Company)