

**Appendix 4**

**Sample Company Letter Confirming Speaking Assignments and Remuneration**

The Administrator

Professional Speaker's Association of Southern Africa

P O Box

XXX

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	Subject
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
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- 14.
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- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

Sincerely,

(Manager/Supervisor)

(Company)