<<Date>>

<<FirstName>> <<LastName>>

<<Address Block>>

Dear <<FirstName>>:

Congratulations! I am pleased to inform you that you have met the criteria for the Government Meeting Specialist (GMS) certificate program through SGMP. Enclosed is your certificate, suitable for display.

This achievement represents a commitment to your profession and to providing superior services to your organization. It also demonstrates high intentions and quality in the meeting industry.

In addition to writing you I have notified your supervisor of your completion of the Government Meeting Specialist requirements and suggested <<SupervisorTitle>> <<SupervisorLastName>> inform your peers and the rest of the organization of your accomplishment.

A record of your certification will be kept on file with the Society of Government Professionals – Louisiana Chapter. If you ever need another copy, I will be happy to make it available upon request.

Again, congratulations and thank you for taking the time and effort to complete the GMS requirements. Please contact our office if you have any questions.

Sincerely,

LeAnna Toups-Bennett, CGMP

Chapter President

Enclosure