<<Date>>

<<SupervisorFirstName>><<SupervisorLastName>>

<<AddressBlock>>

Dear <<Title>><<SupervisorLastName>>,

On behalf of Louisiana Society of Government Meeting Professionals it is my pleasure to inform you that <<FirstName>> <<LastName>> has met the requirements for the Government Meeting Specialist (GMS) certificate program with the Society of Government Meeting Professionals. This certificate is a comprehensive professional education program requiring dedication and participation over the course of three years.

I hope that you will join us in celebrating <<FirstName>> <<LastName>>’s accomplishment. You may wish to inform your company’s key executives and or the local media. It is an opportunity to highlight your staff’s accomplishments and shed a positive light on your organization.

If you have any questions or want additional information, please contact me at President@sgmpla.net or visit our website at [www.sgmpla.net](http://www.sgmpla.net).

Sincerely,

LeAnna Toups-Bennett, CGMP

Chapter President

