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|  | **National Association of Professional consultants** |

October 15, 20XX

Jo Berry

5678 Circle St.

Kansas City, MO 64163

Thank you for speaking at the annual conference for the National Association of Professional Consultants. Our members enjoyed your presentation very much. The information in your speech and the additional reference material you provided were both fascinating and timely. Our only regret is that we didn’t have more time to discuss it with you.

Below is a list of the items we most enjoyed learning about.

We hope that you enjoyed meeting the members of our organization and that you will consider returning in the future to continue the discussion.

Thank you again for taking the time to speak at our conference.

Sincerely,

Jo Berry

Membership Manager

CC: Susan Pasha, President

Billing

Resource Management

Inventory

Maintenance

Growth