Dear <speaker>,

I want to thank you for your presentation on <topic> which you presented on <date> to the North Carolina Society of Accountants-<chapter name> Chapter. This letter verifies you made this presentation and as the instructor/leader you may qualify for continuing education credits as an Enrolled Agent.

Included with this letter is a copy of the speaker’s agreement you signed previously and our chapter meeting notice. These documents, along with the materials you presented, may qualify you for continuing education credits according to Treasury Department Circular 230, paragraph 10.6:

(A) One hour of continuing education credit will be awarded for each contact hour completed as an instructor, discussion leader, or speaker at an educational program that meets the continuing education requirements of paragraph (f) of this section.

(B) A maximum of two hours of continuing education credit will be awarded for actual subject preparation time for each contact hour completed as an instructor, discussion leader, or speaker at such programs. It is the responsibility of the individual claiming such credit to maintain records to verify preparation time.

(C) The maximum continuing education credit for instruction and preparation may not exceed six hours annually for enrolled agents.

(D) An instructor, discussion leader, or speaker who makes more than one presentation on the same subject matter during an enrollment cycle or registration year will receive continuing education credit for only one such presentation for the enrollment cycle or registration year.

Thank you once again for being our speaker and allowing us to remain informed to serve the public.

Respectfully,

<sponsor name, title>

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Speaker’s Signature Date