



ASSOCIATION OF LEGAL ADMINISTRATORS  
Charlotte Chapter

Dear Mike:

It has been a couple weeks since you spoke at our event, but I wanted to send you a letter letting you know how much we appreciated you closing our two-day seminar. You filled the role as the last speaker of the seminar perfectly. You were enthusiastic, prepared for the audience and funny.

The other speakers during the conference were topic specific and all directly related to the legal field. I was completely thrilled that you took the time to listen to as many of the other speakers as you could and quickly tied the information from their presentations into your own. Even though you aren't a speaker specific to the legal field, you were very well prepared for the audience and even added (good) humor related to our field of work.

I must apologize for placing you in such a bad speaking position. I mean, right after a big lunch the last speaker of a two-day seminar, and on a Friday. It doesn't get much worse than that! However, you pulled it off! I think your use of audience interaction kept everyone on their toes and interested (of course, along with the information you provided).

Once again, thank you so much for helping make our event a complete success.

Sincerely,

President  
Charlotte Chapter  
Associate of Legal Administrators