

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter serves to validate that [Instructor's Name], an art instructor at [Institution Name], attended the following conferences:

- [Conference Name] - [Date]
- [Conference Name] - [Date]

Participation in these conferences is part of [Instructor's Name] ongoing professional development and commitment to enhancing their instructional practices.

If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]