



Bus & Motorcoach Academy

College of Southern Maryland

To (***NAME OF YOUR LENDING INSTITUTION***):

As you know, running a successful and profitable company requires knowledge of and adherence to sound business principles. I am pleased to inform you that the following employees of (***YOUR COMPANY***) have completed the Bus & Motorcoach Academy's Clarence Cornell School of Business and have earned their ***Accredited Passenger Transportation Operator*** designation.

First M. Last Name
First M. Last Name
First M. Last Name
First M. Last Name
First M. Last Name
First M. Last Name

The Bus & Motorcoach Academy curriculum is proffered in conjunction with the College of Southern Maryland, an accredited institution of higher education. Each individual that earns their designation has successfully completed courses in *Business and Marketing I, Business and Marketing II, Financial Management, Human Resources and Safety and Compliance*, requiring approximately seventy-five hours of comprehensive instruction and testing.

Individuals that complete these courses, and the passenger carriers that sponsor them, demonstrate exceptional proficiency in the fundamentals of motorcoach business operations and an extraordinary commitment to professionalism.

Regards,

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Ken Presley
Executive Director
Bus & Motorcoach Academy

*Seal of the
Bus & Motorcoach
Academy*