

Sample Letter of Endorsement

[your name]
[your complete return address]

Recognitions Committee
Girl Scouts of Michigan Shore to Shore
c/o

Dear Committee Members:

This letter is to endorse [insert candidate's name] as a recipient of the [insert name of recognition]. [Insert candidate's name] has provided excellent service in (his/her) capacity as [insert position title].

This deserving volunteer went above and beyond the requirements of this position when (she/he) [write approximately one paragraph detailing one or several examples. You may choose to detail programs or projects this person coordinated or, perhaps, something that enriched the girls where this person provided the necessary leadership for implementation].

As a result of the selfless efforts of [insert candidate's name], [insert who or what benefited from the service of the candidate] benefited in the following ways. [Write approximately one paragraph addressing this component].

Thank you for your consideration. Should you have any further questions, I may be reached during the daytime at [insert your daytime phone number].

Sincerely,

[your signature and your typed name]