

*This is a sample reference letter from community leader who is familiar with the activities of your group and its work or a volunteer who has served more than two years for a not-for-profit organisation*

*The reference should be on referee's letterhead. If the reference letter is from one of your volunteers it should be on your organisation's letterhead*

*A reference letter must accompany your nomination for 2007 NAB Volunteer Awards.*

{date}

NAB Volunteer Awards Manager

Re: Nomination of {insert name of organisation} for the 2007 NAB Volunteer Award.

I am writing to support the {insert name of organisation} in their application for the 2007 NAB Volunteer Awards. The {insert name of organisation} provides {insert description of service provided by this project by the nominating not-for-profit organisation including other organisations, government departments, and recognition by the media}.

There are {insert number of volunteers involved in the specific project} and {insert description about the training, supervision and occupational health and safety measures taken by the organisation for their volunteers involved in this project}.

{Describe the organisation's activities including length of your association with the group including any first hand experience and involvement with group e.g. part of advisory body or funding group.}

{Describe the benefits and/or impact of the organisation's activities on their target audience and the local community in general in the period between April 2006 and June 2007}.

{insert signature}

Name of referee  
Title (if applicable)

# Sample Recommendation Letter For Prestigious Award

**D Keegan**



## **Sample Recommendation Letter For Prestigious Award:**

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