[Date]

**Re**: [Award Name] for [Name]

Dear Awards Committee:

Paragraph 1: State which award you are recognizing this member for. Describe the member’s role in Guiding and your connection to her.

Paragraphs 2/3: Describe the person’s Guiding service and provide the reasons why she deserves this award. Make sure that you give some specific examples of special tasks she has performed. Remember to include her roles/achievements only since her last award—don’t repeat her achievements from any previous Guiding awards.

Paragraphs 3/4: Give some personal details (family life, career, other volunteer activities, etc.) for the member.

Paragraph 4/5: Closing statement.

Sincerely,

[Name]  
[Position]