[Date]

**Re**: [Bronze/Silver/Gold Merit Award] for [Name]

Dear Awards Committee:

Paragraph 1: Please accept this letter in support of [Volunteer Name] receiving the [Bronze/Silver/Gold] **Merit** Award. Describe the member’s role in Guiding, including her unit or committee name if she has one, and your connection to her.

Paragraphs 2/3: Describe the person’s Girl Guide service and provide the reasons why she deserves this award. For Merit awards, the emphasis is on service outside of a Unit Guider role. Perhaps she organized district activities, was a member of an area committee, or acted as a mentor to other Guiders. Give specific examples of her contributions. 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]