[Date]

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

Dear Awards Committee:

Paragraph 1: Please accept this letter in support of [Guider Name] receiving the [Bronze (1 to 3 years’ experience), Silver (4 to 10 years), Gold (11+ years) **Unit Guider** Award. Describe the member’s role in Guiding, including her unit name, and your connection to her.

Paragraphs 2/3: Describe the person’s Girl Guide service and provide the reasons why she deserves this award. Make sure that you give some specific examples of special tasks she has performed in leading her unit (such as taking the girls to camp or providing new and interesting experiences for the girls). 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]