



ELDERCARE  
FOUNDATION



Institute on Aging  
& Lifelong Health

### What is a letter of support?

A letter of support is a way for you to share what you know about the person you are supporting in a genuine manner. With the Valued Elder Recognition Award letter of support, we would like you to highlight the contributions made by the nominee.

Your letter of support plays a pivotal part in the evaluation process for the nominee. Please include as many personal stories as you can (we appreciate humour too).

**Letters of support** should be one or two page documents that include the following information:

- Nominees name
- Your name
- Agency where you volunteered together (if applicable)
- Your relationship to the nominee
- Your return address
- Your phone number
- Your email address

## **Suggested Guidelines:**

Please refer to these questions while writing your letter of support; sharing as many stories as possible about your experience with the nominee.

### **Introduction:**

- How long have you known your nominee?
- How do you know your nominee? How did you two meet?
- Anything that stands out from the meeting about your nominee?
- What kind of relationship you share with them?
- What is it like working with your nominee?

### **Competencies Highlights:**

- Highlight the personality traits and work ethics of the nominee.
- Highlight skills the nominee brings to the team.
- Describe the role your nominee plays in the life of people around them – the people they work with (staff and other volunteers) and the people they help.

### **Conclusion:**

- Why do you recommend this person for the award?
- Why do you think the nominee deserves this award?