



**University
of Victoria**
Institute on Aging
& Lifelong Health

Guidelines for Letters of Support



**ELDERCARE
FOUNDATION**

What is a letter of support?

A letter of support is a way for you to share what you know about a person in a genuine manner. The letter of support for the Valued Elder Recognition Award is intended to highlight the contributions made by the nominee.

Your letter of support plays a pivotal role in the evaluation process of the nominee. Personal stories are a great way to illustrate the impact the nominee has made as a volunteer in the CRD.

The letter should be one or two pages long and include the following information:

- Name
- Agency
- Relationship to nominee
- Return address
- Phone number
- Email address.

Suggested Guidelines:

You can use these questions to guide your letter of support.

Introduction:

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

Competencies Highlights:

- Highlight the personality traits and work ethic of the nominee.
- Highlight skills the nominee brings to your team.
- Describe the role nominee plays in the life of people around them.

Conclusion:

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