

Example of a Letter of Good Standing **ON HEADED PAPER**

Date

To whom it may concern

Re: Person's full name

I have known Person's full name for x years as a colleague/friend. Throughout that time s/he has proved her/himself to be a compassionate person with high professional standards.

I am happy to recommend her/him for voluntary work in your country.

Yours faithfully

Name and title of referee

Gdc NUMBER