

TEMPLATES OF SUPPORTING DOCUMENTS (FOR INDIVIDUALS)

Letter of Recommendation: Template

Note that all letters of recommendation should include contact information for the recommender.

<COMPANY LETTERHEAD>

January 23, 2016

Mrs. Ingrid Ryan Ruben
Director of Culture
Culture Division
Ministry of Community Development, Culture and the Arts
51-55 Frederick Street
Port of Spain

Dear Madam,

This is to certify that Mr. Leroy Hinkson is an artist that has distinguished himself in the visual arts. He has been a member of our association, the Kairi Plastic Art Society, for seven years. He boasts of two certificates in visual arts from the University of the East Indies. He has presented two acclaimed exhibitions of his works: Genesis in 1998 at the National Museum and OrigaME at the Chinese Association in 2006. He has also distinguished himself as an author with a highly respected book of poems entitled 'I'm Sorry, Was That Your Foot?'. He participates frequently in our workshops and regular meetings.

We attest to his bona fide as a visual artist and author and heartily recommend his inclusion in the National Registry of Artists and Cultural Workers.

<Name>

<Position>