

[Your Name]
[Street Address]
[City, Province, Postal Code]
[Email Address]

[Date]

Attention: CREW Calgary Membership Committee:

RE: Membership Application Letter of Reference – [Applicant Name]

[Short introduction paragraph – include a brief statement about who you are and the purpose of the letter.]

EXAMPLE: I am pleased to write this letter of recommendation for [Applicant's Full Name] in reference to her/his membership application for CREW Calgary.

[Provide details and facts about your relationship to the person being recommended as well as facts about the individual and why the individual may be a valued member.]

EXAMPLE: I have worked with [Applicant Name] for [Insert Number of Years] when she/he was a [Role] at [Company Name]. [Applicant Name] is devoted to her/his profession in the Commercial Real Estate industry and I have no doubt that she will be a valuable member. [Applicant Name] brings extensive industry [connections/knowledge/experience/skills] and would be a fantastic addition to the CREW Calgary organization.

[Provide a statement about whether or not the individual is recommended by you.]

EXAMPLE: I highly recommend that [Applicant Name]'s membership application be accepted by CREW Calgary's membership committee. If you request additional information, please feel free to contact me at [email] or [telephone number].

Sincerely,

(Signature here)

[Typed Name]
[Title – if applicable]