**Sample Letter of Commendation**

*Reprinted from a Letter of Commendation given to a member*

Dear \_\_\_\_\_\_\_\_\_\_\_,

It is with great pleasure that I acknowledge, on behalf of the provincial council, your contribution to the Girl Guides of Canada–Guides du Canada in (name of province) with this Letter of Commendation.

As the Provincial Archives Adviser for the provincial council, you had the unique and exciting opportunity to provide proper care and safekeeping of our textual records, publications, magazines, photographs, scrapbooks, uniforms, insignia and other artifacts which hold the history of more than 90 years of Guiding in our province.

During your term on the provincial council, you had the special challenge of re-locating our provincial archives from their former residence to a new location within our provincial council building. In so doing, began the process of properly cataloguing true archival materials, clearing up and removing non-archival materials, securing those materials that needed proper holding containers, setting up displays of archival records, uniforms, and insignia, and securing special funding to ensure this work was completed in a timely manner with the proper equipment.

Thank you for your time and dedication to the preservation of our Guiding history. Please accept this Letter of Commendation as a token of our appreciation.

Yours truly,

Name