THIS IS AN EXAMPLE TEMPLATE FOR A RECOMMENDATION LETTER.

DATE

YOUR NAME

YOUR ADDRESS/CONTACT

ARKANSAS ARTS COUNCIL

1100 NORTH ST.

LITTLE ROCK, AR 72201

RE: ARKANSAS LIVING TREASURE AWARD NOMINATION

Dear judges/panelists,

I am taking this opportunity to nominate NAME HERE for the Arkansas Living Treasure Award. NAME is a long-time (DISCIPLE, e.g., POTTER) who has shared their talent with our community and dedicated themselves to the mastery of their traditional craft or folk art for NUMBER OF years.

NAME has made an impact on me and my community by … PLEASE ADD ANY PERSONAL STORIES ABOUT YOUR NOMINEE AND HIS CRAFT OR TRADITIONAL FOLK ART. If you have any photos, they can be inserted here. PHOTOS ARE NOT REQUIRED.

Thank you for your time and consideration.

Sincerely,

YOUR SIGNATURE HERE