[Your Organisation’s Letterhead]

[Date]

Women Leaders in Sport Grant

Australian Sports Commission

Leverrier Street,

Bruce, ACT, 2616

To whom it may concern,

I am writing to confirm that [Applicant’s Name] is currently an integral part of [Organisation Name] as [Applicants position]. During this period, they have demonstrated exceptional dedication and skill, significantly contributing to our mission and goals.

In light of [Applicants Name]’s outstanding performance and potential, we fully support their decision to pursue [title of selected training course]. This opportunity aligns perfectly with their career aspirations and our organisational objectives.

Up completion of this course, we are committed to facilitating [Applicants Name] career development by:

* Providing opportunities for them to apply the newly acquired knowledge and skills in [specific projects or roles]
* Offering mentoring and additional training to further enhance their professional growth
* Supporting them in taking on more significant responsibilities within in our organisation/ club

We believe that this course will not only benefit [applicants name] but also contribute to the continued success and advancement of [Organisation/ club name].

Thank you for considering [applicants name] for this valuable opportunity. Should you require any further information, please do not hesitate to contact me at [ your contact information].

Sincerely,

[Signature]

[Support Person's Name]  
[Support Person's Title]  
[Your Organization's Name]  
[Contact Information]