**<Insert date>**

Operations Coordinator

Bowls WA

PO Box 123

Osborne Park WA 6917

Re: Reaccreditation of **<insert name>** as a Club Coach at **<Insert name>** Bowling Club

I can confirm that **<insert name>** has been actively coaching at **< insert name>** Bowling Club.   **<Insert name>** is a well-respected coach at our club and someone who performs the role of club coach effectively for our members.

**<insert name>** has completed approximately **<x number of hours>** of coaching at our club (or higher level) over the last four years and I have sighted his/her log book which details the records.

On behalf of our club, we are delighted to see this person be reaccredited as a club coach and happy to provide support as required.

**<insert President/Secretary name>**

**<insert club name>**