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**Certified Travel Counsellor**

**Client Reference Letter**

Date:

Name:

Address:

Phone Number:

Email Address:

Travel Agent Name:

Agency Name:

Length of Business Relationship:

Thank you for providing a client reference letter of endorsement for the above applicant. This individual is in the process of submitting the required documentation to earn the professional designation of Certified Travel Couselllor (CTC). By providing a letter of endorsement you are providing the trade association with a helpful type of evidence in the evaluation of the applicant’s ability to meet occupational standards in their profession. The adequacy of your endorsement will be a critical value in the evaluation of those who are advancing to Certified Travel Counsellor (CTC).

Your reference letter should explain your connection to the person that you are recommending for certification. Please include specific information of your experience working with this individual in regards to their professionalism, knowledge of destinations, knowledge of travel products that may include airfare, accommodation, a package holiday, tour, rail tickets, a car rental or a cruise. This endorsement letter is your recommendation for this individual to receive their certificate.

Best Regards,

Your Signature