Supplier Endorsement Reference

To be completed on office letterhead

Date:

Name:

Company:

Address:

Phone Number:

Email Address:

Travel Agent Name:

Agency Name:

Length of Business Relationship:

Thank you for agreeing to write a supplier reference letter. This is a requirement for travel agents that are in the process of submitting the required documentation to earn their Certified Travel Couselllor designation. Travel Counsellor Certification is based on an individual's ability to perform the knowledge and performance tasks required to meet travel industry expectations for certification. Certified travel agents are professional individuals with strong destination knowledge that can recommend and sell travel products based on their clients needs.

Your supplier reference letter should explain your connection to the person that you are recommending, Please contain specific information of your experience working with this individual based on 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 letter is your recommendation for the certification of this individual.

Best Regards,

Your Signature