# **Certified Travel Counsellor**

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 participating in ACTA’s 40th Anniversary Certification offer by providing an endorsement for the applicant. By providing a letter of endorsement you are providing ACTA 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).

Successful Certification is based on an individual's ability to perform the tasks required to meet travel industry standards. Your reference letter should explain your connection to the person that you are endorsing. Please include specific information of your experience working with this individual in response 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