To Whom It May Concern:  
I am writing this letter to recommend Suzie Queue for an SPE Service Award. Suzie has been a very active SPE member, serving as our YP Chair and helping with numerous local volunteer activities, such as Habitat for Humanity and Bikes for Readers.

In addition, she is a competent technical professional, having won awards for her innovations. She is also active in other technical organizations, such as Society of Women in Petroleum and in her church. She is such a nice and pleasant person that everyone likes being around her. I think she deserves this award.

Sincerely yours,

Joe Blow

Manager, Acme Tools

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is wrong with this letter?

* No logo or letterhead
* Didn’t specify the exact name of the award
* Too short, with too few examples of local volunteer activities
* No mention of SPE activities on an international level
* No signature
* No mention of writer’s role in SPE
* No phone or email to contact the writer to verify anything