

# TEMPLATES OF SUPPORTING DOCUMENTS (FOR INDIVIDUALS)

## Letter of Recommendation

<COMPANY LETTERHEAD>

Day, Month, Year

Director of Culture  
Culture Division  
Ministry of Culture and Community Development  
Level 8, Tower C,  
International Waterfront Complex,  
Port-of-Spain, Trinidad and Tobago

Dear Sir / Madam,

### Recommendation of Leroy Hinkson

This is to certify that Mr. Leroy Hinkson is an Artist that has distinguished himself in the field of Visual Arts. He has been a member of our association, the Kairi Plastic Art Society, for seven years. He boasts of two certificates in Visual Arts from the University of the East Indies. He has presented two acclaimed exhibitions of his works: Genesis in 1998 at the National Museum and OrigaME at the Chinese Association in 2006. He participates frequently in our workshops and regular meetings.

We attest to his bona fide as a Visual Artist and heartily recommend his inclusion in the National Registry of Artists and Cultural Workers.

Regards,

---

<Name>

<Position>

<Contact Number>

**NOTE: All letters of recommendation should include contact information for the recommender.**