**[Branch Name]**

**[Branch Address]**

**[Date]**

Subject: Confirmation of Membership for Teete OWUSU-NORTEY Volunteer of the Month Nomination

To Whom It May Concern,

This is to confirm that **[Nominee’s Full Name]**, Membership Number

**[Membership Number]**, is an active and current member of The Chartered Institute of Logistics and Transport (CILT) in good standing with **[Branch Name].**

As of the date of this letter:

* Their membership fees are fully paid and up to date.
* They are a recognised and valued member of the branch.

We are proud to support **[Nominee’s Name]** as they are considered an exemplary member who contributes positively to the CILT community. Should you require further information, please do not hesitate to contact us at **[Branch Email/Phone Number]**.

Yours sincerely,

**[Branch Representative’s Name]**

**[Branch Representative’s Position]**

**[Branch Name]**