**Letter from supervisor – English**

*\*The letter should preferably be prepared on the letterhead of the organization.*

[Date]

International Society of Wheelchair Professionals

6425 Penn Avenue, Suite 401

Pittsburgh, PA 15108 USA

Dear ISWP Staff:

[Introduction of the applicant including full name, affiliation, position in the organization, job duties..]

[Provide detailed description of the trainings that the applicant completed; please include the month and year of the training, level of training (basic, intermediate, manual or power wheelchair, etc.), host organization, and number of hours of training]

[Provide number of years of experience of applicant’s wheelchair service provision including job duties]

[Include other comments]

[Signature of the supervisor/instructor/trainer with printed name and date]