**<Insert date>  
Dear Bowls Queensland Umpire Committee,  
  
I can confirm that insert name has been actively umpiring at Bowls Club. insert name is a well respected umpire at our club and someone who performs the role of umpire frequently for our members and guests.  
  
insert name has completed approximately <x number of hours> of umpiring at our club over the past four years and I have sighted his/her log book which details the records.  
  
On behalf of our club, we are delighted to see insert name achieve their reaccreditation as a umpire and happy to provide support as required.  
  
<insert President/Secretary name>  
<insert club name here>**