**[SAMPLE LETTER DOCUMENTING 500 FIELD EXPERIENCE]**

**Delete this before sending**

[Supervisor’s First and Last Name]

[Address]

[Today’s Date]

TCBAP

401 Ranch Rd 620 S #310,

Lakeway, TX 78734

RE: 500 Field Experience Hours

To Whom It May Concern:

I am writing this letter to confirm that [Applicants First and Last Name] has completed 500 field experience hours across IC&RC’s and TCBAP’s Peer Recovery Specialist credential domains: Advocacy, Mentoring/Education, Recovery Support and Ethical Responsibility.

[Add a sentence or two describing the supervisor-applicant relationship and/or the context overseeing the field experience hours. For example, “I am the Program Coordinator at ABC organizations where Jane Doe’s has volunteered for the past 5 years and accumulated the required field experience hours.” Or, “I am the owner of ABC Recovery Home where Jane Doe’s has worked with our residents’ families since 2015.”]

If you have any question, please contact me at [phone number/email].

Sincerely,

[signature]