



Dear <Name>

I have now completed the required time for my DofE < name> section. I would appreciate it if you could write me an assessor's report as evidence of the progress I have made during this time. Please follow this link which will take you to the DofE Assessors' Reports site:

<https://www.dofe.org/Assessor>

You will need my eDofE ID number which is: <Insert Number > My DofE Award level is Bronze/Silver/Gold. (delete as appropriate). The dates and my goals will appear on the report site and there is also further guidance on writing reports on this site should you need it.

Thank you very much for agreeing to be my assessor. Your report will let me progress towards completing my DofE Award.

Kind regards