

**SAMPLE OF RECOMMENDATION LETTER
(ON EMPLOYER'S LETTERHEAD)**

Date _____

New York City Fire Department
Bureau of Fire Prevention
5 Madison Street
Certificate of Fitness Unit
Brooklyn, New York 11201-6884

Dear Sir/Madam:

I am pleased to recommend _____ Anthony D. Smith _____ to apply for a
Certificate of Fitness for "Charge of Chemical Laboratory". Smith has _____ 15 _____ years of
experience and has obtained a _____ degree in _____ Smith will be
employed at _____ Office of the Fire Marshal _____.

Applicant is of good character and is physically able to perform the functions required by