

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

Date: \_\_\_\_\_

New York City Fire Department  
Bureau of Fire Prevention  
9 Metrotech Center  
Certificate of Fitness Unit  
Brooklyn, New York 11201-5884

Dear Sir/Madam:

I am pleased to recommend \_\_\_\_\_ APPLICANT'S NAME \_\_\_\_\_ to apply for a Certificate of Fitness for "*Charge of Chemical Laboratory*". He/she has YEARS of experience and has obtained a \_\_\_\_\_ degree in \_\_\_\_\_. He/she will be employed at (ADDRESS OF BUILDING) \_\_\_\_\_.

Applicant is of *good character* and is *physically able* to perform the functions required by the holder of the Certificate of Fitness.

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Signature of Employer

**Note:**                    *If not on Employer's letterhead signature must be notarized*