

**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.

Signature of Employer

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