## THIS IS A <u>SAMPLE FORMAT</u> OF A LETTER OF WRITTEN RECOMMENDATION.

## THE <u>SIGNER</u> SHOULD PERSONALLY WRITE THIS LETTER EXPRESSING THEIR RELATIONSHIP WITH YOU AND THEIR FIRSTHAND OBSERVATIONS AS TO YOUR CREDIBILITY AS A MARINER.

#### (Date) November 22, 2002

#### Address the letter to the Regional Exam Center you will be sending your packet to.

#### Southern California Office:

U.S. Coast Guard Regional Exam Center 501 W. Ocean Blvd, Suite 6200 Long Beach, CA 90802

### Northern California Office:

Commanding Officer, REC Oakland Federal Building North Tower, Room 180 N 1301 Clay Street., Room 180N Oakland, CA 94612-5200

I have known <u>(Mariner) Joey Sailer</u> for <u>20</u> years. I have found <u>(Mariner)</u> <u>Mr. Sailor / Joey / Joey Sailer</u> to be even tempered, affable, honest, and most professional in all of our dealings. I was also impressed by his boat handling skills and willingness to share his professional knowledge with his peers.

I note the above facts without reservation and highly recommend <u>Joey Sailor</u> for a U.S. Merchant Marine License.

Sincerely,



# THE FOLLOWING SIGNER'S INFORMATION <u>MUST</u> BE PART OF THE LETTER:

Printed Name Street Address City, State, Zip Phone Number Occupation