

**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***