

SAMPLE DESIGNATION LETTER

MUST BE PREPARED ON COMPANY LETTERHEAD

To: FDNY
Bureau of Fire Prevention
9 MetroTech Center,
Brooklyn, NY 11201

From: _____

Date: _____

Subject: Application to take EAPD written exam Z-59

Re: _____
(Applicant's name)

The above individual is the Fire Safety Director at

_____ (ADDRESS)

He/she has been designated as FSD/EAPD or Deputy FSD/EAPD for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this certificate of fitness

Sincerely,

Building Owner or Employer