

**C-02 Sample Recommendation Letter**

**COMPANY NAME**  
**BUSINESS ADDRESS**

Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn, NY 11201-3857

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

Dear Sir/Madam:

I, as a C-01 COF holder (C-01 COF#: \_\_\_\_\_, the copy of my C-01 Card is also attached), am pleased to recommend \_\_\_\_\_ (Name of Applicant) to apply for the C-02 Fire Truck Operator at the LNG plant located at:

\_\_\_\_\_  
(Applicant's Work Address)

He/she has \_\_\_\_\_ (Years/Months) of relevant experience and has obtained all required training regarding the following content on \_\_\_\_\_ (mm/dd/yy):

- LNG awareness training
- Standard First Aid training
- Fire drill

He also received a training in the operation of installed fire extinguishing system, the fire truck and related equipment on \_\_\_\_\_ (mm/dd/yy) (the training affidavit is attached). I confirm that this candidate has been trained and is capable to serve as a qualified fire truck operator at the LNG plant listed above. This applicant is of good character and is physically able to perform the functions required by the C-02 Certificate of Fitness.

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, I have hereunto affixed my signature and I affirm that all statements made on this form are true under the penalties of perjury. I understand that

- all statements made in connection with the application are subject to verification
- any intentional falsification of this letter can be grounds for the denial, non-renewal, suspension or revocation of my C-01 Certificate of Fitness and the C-02 Certificate of Fitness as applies to the applicant.
- FDNY representative may question the C-02 Certificate of Fitness holder as to the required knowledge and skills above to verify their capability during inspection.

\_\_\_\_\_  
(Printed name of C-01 COF holder)

\_\_\_\_\_  
(C-01 COF holder's job title)

\_\_\_\_\_  
(Signature of C-01 COF holder)