

--G91 Sample Recommendation Letter--

**COMPANY NAME
BUSINESS ADDRESS**

Date: _____

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

To whom it may concern:

The purpose of this letter is to document the applicant (full name of applicant) qualifications for a G-91 Certificate of Fitness. (Name of applicant) is currently employed by (name and address of employer). (Name of applicant) has been operating and managing this co-gen plant for (amount of time employed). This applicant has minimum 1 year of full-time experience in mechanical building or plant systems.

Applicant has been trained on the equipment utilized at this co-gen plant located at (premises address) which includes (the model number (if available) of the co-gen system install and list of all the major equipment of the system). The training was conducted by (check the one that applies)

The manufacturer of the system (must attach written evidence issued by the manufacturer)

Or

A valid G-91 Certificate of Fitness holder who is currently supervising the same system (the G-91 C of F must list the same address that this applicant will be working)

The G-91 C of F holder's name: _____

The G-91 C of F holder's C of F number: _____

The G-91 C of F holder's signature: _____

The training followed the manufacturer's recommendations which covered the entire instruction manual, hands-on training as well as incorporated safety and emergency shutdown procedures for the system.

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions required by the holder of this Certificate of Fitness.

(Printed name of Employer) (Employer's title) (Signature of Employer)

Filled by the applicant

I affirm that I am familiar with the entire instruction manual as well as safety and emergency shutdown procedures for the system that I will supervise.

(Printed name of Applicant)

(Signature of Applicant)

NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.