

Sample Letter for Seeking Additional Work Location(s) for F-53

Note:

- *This letter must be on company letter head*
- *This letter is ONLY required when the C of F applicant seeks to work more than one location. This letter must be **on official company letterhead** of the work location that the C of F applicant would be employed.*
- *The C of F applicant must submit one letter for EACH work location.*

Firm or Company Letter Head

Dear Sir/Madam,

The applicant, _____, will be appointed to supervise the fire alarm system located at

_____ (specific location of the alarm system, including floor and address)

during the following days of the week: _____. The applicant will work from ____ am/pm to ____ am/pm of the days.

I understand that the fire alarm system must be supervised by at least an F-53/F-89/T-89/F-80 Certificate of Fitness holder during regular business hours of the work location.

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

(Printed name of Employer)

(Employer's title)

(Signature of Employer)

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