

--Sample Designate Letter (S71)--

**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 that _____ (Name of the company representative who received the manufacturers' certification(s)) is currently employed by _____ (Name and address of company). _____ (Name of the company representative) has received comprehensive training(s) in installing, inspecting, maintaining, and testing of the following system(s) and the manufacturers' certification(s) are also uploaded:

_____ (e.g. ABC wet chemical system)

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

This company representative will be responsible to train our principal and all company technicians who will install, inspect, maintain, or test the systems listed above.

We also understand that if this representative leaves our company, we must notify the FDNY COF unit via emailing pubcert@fdny.nyc.gov and provide new manufacturers' certifications and company representative letter.

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

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