

--W-16 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:

I am pleased to recommend (Applicant's name) to apply for the W-16 Certificate of License for INSTALLATION, ALTERATION, TESTING AND REPAIR OF LIQUID MOTOR FUEL STORAGE TANK AND DISPENSING SYSTEMS.

The applicant has been worked under the supervision of (name of a W-16 C of L holder) with the license number: (W-16 holder's license number) and have performed the duties related to installation, alteration, testing or repair of automotive or marine liquid motor fuel storage and dispensing systems for (months, years)

After the applicant receives the W-16 C of L, the applicant will be employed in the company: (Company title and company address).

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

(Printed name of W-16 C of L holder)

(W-16 C of L's title)

(Signature of W-16 C of F holder)

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

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