

**THIS IS A SAMPLE FORMAT OF A LETTER OF WRITTEN  
RECOMMENDATION.**

**THE SIGNER SHOULD PERSONALLY WRITE THIS  
LETTER EXPRESSING THEIR RELATIONSHIP WITH  
YOU AND THEIR FIRSTHAND OBSERVATIONS  
AS TO YOUR CREDIBILITY AS A MARINER.**

(Date) November 22, 2002

**Address the letter to the Regional Exam Center you will be sending your packet to.**

**Southern California Office:**

Commanding Officer, REC  
U.S.C.G. Marine Safety Office  
1001 S. Seaside Avenue., Bldg. 20  
Terminal Island  
San Pedro, CA 90731

**Northern California Office:**

Commanding Officer, REC  
U.S.C.G. Marine Safety Office  
Building 14, Room 109  
Coast Guard Island  
Alameda, CA 94501-5100

Dear Sir or Madam:

I have known           (Mariner) Joey Sailer           for   20   years. I have found (Mariner)  
Mr. Sailor / Joey / Joey Sailer to be even tempered, affable, honest, and most  
professional in all of our dealings. I was also impressed by his boat handling skills and  
willingness to share his professional knowledge with his peers.

I note the above facts without reservation and highly recommend   Joey Sailor   for a  
U.S. Merchant Marine License.

Sincerely,

**DO NOT  
DUPLICATE**

**THE FOLLOWING SIGNER'S INFORMATION MUST BE PART OF THE LETTER:**

Printed Name  
Street Address  
City, State, Zip  
Phone Number  
Occupation