

Insert Appropriate Letter Head

Date:

CHEP Inc.  
Attn: CONTOMS Program Director  
PO Box 29  
Perryville, MD 21903

Re: Letter of Affiliation for <<Name of applicant>>

To Whom It May Concern:

Please be advised that <<name of applicant>> is currently employed with <<enter employer>> and is an active member of our Tactical EMS Team. (Enter applicable work experience)

<<Name of applicant>> is currently in good standing with <<enter employer>> and has a legitimate need for this training. We appreciate your consideration.

Sincerely,

<<Supervisor Signature>>

<<Print Supervisor Name>>

<<Title>>

<<Phone Number>>