

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Recruitment Division
Fire Department of the City of New York (FDNY)
9 MetroTech Center
Brooklyn, NY 11201

Dear FDNY Recruitment Team,

I hope this letter finds you well. I am writing to request information regarding the recruitment process for becoming a firefighter with the FDNY. I am interested in understanding the eligibility requirements, application procedures, and any recruitment events or informational sessions that may be available.

It would be greatly appreciated if you could provide any pamphlets, brochures, or other resources that outline the steps involved in applying for a position. Additionally, I would like to know more about the training programs and opportunities for advancement within the department.

Thank you for your assistance. I look forward to your prompt response.
Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]