

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Title]
Fire Department of New York (FDNY)
[FDNY Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Candidate's Name] who is applying for a position with the Fire Department of New York. I have had the pleasure of knowing [Candidate] for [duration of time] in my capacity as [Your Position/Relationship to Candidate].

During this time, I have witnessed [Candidate's Name] demonstrate exceptional qualities that make them a suitable candidate for the FDNY. Their commitment to public service, ability to work under pressure, and strong sense of teamwork make them an invaluable asset to any organization.

[Provide specific examples of the candidate's skills, experiences, or contributions that are relevant to the role they are seeking in FDNY.]

I wholeheartedly endorse [Candidate's Name] for a position with the Fire Department of New York. I am confident that they will bring the same dedication and professionalism that I have observed in my time knowing them.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization, if applicable]