

**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:**

U.S. Coast Guard  
Regional Exam Center  
501 W. Ocean Blvd, Suite 6200  
Long Beach, CA 90802

**Northern California Office:**

Commanding Officer, REC  
Oakland Federal Building  
North Tower, Room 180 N  
1301 Clay Street., Room 180N  
Oakland, CA 94612-5200

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