

Figure 5-253. Sample Letter of Recommendation (Repairman)

XYZ Airlines
1234 Airport Road
Anywhere, USA 23250

Phone: (404) 305-7200
Fax: (404) 305-7201

Mr. Joe Inspector
FAA Responsible Flight Standards Office EA-21
0000 Huntsman Rd
Richmond, VA 23250

XYZ Airlines would like to recommend John Howard Brown for certification as a repairman with ratings of Radio and Instrument.

Mr. Brown has demonstrated his abilities in the areas of radio components and instrument components. His duties and responsibilities include technical supervision of technicians performing repairs at this location.

Mr. Brown meets the qualification requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.101.

Sincerely,

[Signature]