

## Sample Letter of Recommendation

**From: FAA Order 8900.1 (FSIMS) VOL 5, CH 5, Section 4 Certificate Part 65  
Repairman/Added Privileges, Figure 5-137C. Sample Letter of Recommendation  
(Repairman) dated 8/25/17 - *modified by AEA***

XYZ Aviation  
1234 Airport Road  
Anywhere, USA 23250

Phone: (888) 123-4567  
Fax: (888) 234-5678

Mr. Joe Inspector  
FAA FSDO EA 21  
0000 Huntsman Rd  
Richmond, VA 23250

XYZ Aviation 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(a)(5)(ii) as demonstrated by his achievement of the ASTM NCATT AET certification and the \_\_\_\_\_ endorsement per the attached FAA letter dated December 7, 2018.

Sincerely,

[Signature]