

SAMPLE

UNIT LETTERHEAD

Date

US Academy of Parachute Rigging,
P O Box 86
Eloy, AZ 85231 USA

TO WHOM IT MAY CONCERN:

(The following is a sample of content requirements, modify as necessary based on candidates experience)

1. This is to certify that ‘CANDIDATE NAME’ (SS#), has been properly supervised in the packing of back (seat/chest) style reserve parachutes. He has packed in excess of 20 each back (seat/chest) type reserve parachutes in accordance with the manufacturer’s instructions.
2. “CANDIDATE NAME” has served as a U.S. (DIVISION) (i.e. “AIRFORCE-ARMY-NAVY-MARINE CORP” Parachute Rigger (MOS XX) for the last XX years and has received training on FAR Part 65, subsection A & F.
3. “CANDIDATE NAME” meets all requirements for a Senior Rigger Certificate and I recommend he be tested for this rating.
4. POC for this memorandum is the undersigned, at (XXX) XXX-XXXX Ext. XXXX.

Name of Supervisor/Commander
Division Title
Rating (as applicable)
Seal # (if applicable)

NOTE: The letter must state that the candidate has PACKED a minimum of 20 each of one TYPE (i.e. BACK, CHEST or SEAT)