

Work Experience Verification Letter Example

*This letter is offered as sample text to fulfill the requirements of the job experience requirements outlined in the IAAI Certifications Practices and Procedures Manual. Please be sure the letter contains information pertinent to the certification for which you are submitting an application.
Letters should be on company letterhead and contain a signature.*

To: International Association of Arson Investigators: Certifications Committee

From:

Date:

RE: IAAI Certification Application for <applicant's name>

Please allow this letter to serve as verification of the applicant's background and work experience. Through this work experience letter, I attest that the above referenced applicant, serves or served as a <applicant's job description> with <Agency or Department name> from <MM/DD/YYYY> through <MM/DD/YYYY>.

The above information is a true and accurate representation of the applicant's work experience history. I acknowledge that the IAAI Certifications committee may seek to validate any and all information provided here.

<Signature>

Printed Name

Agency and Title

Address if different from letterhead

Telephone

Email address