

Sample Letter from Plumbing Contractor/Employer

(Company Letterhead)

To Whom It May Concern;

(Full Name) (Social Security Number) was employed as an Apprentice Plumber from (month & year) to (month & year) or (present). During this period, he (or she) accumulated total hours of on-the-job training, working in the field. The type of plumbing work performed was all phases of (new commercial), (residential) construction. Specifically, under-slab installations, rough-in and finish plumbing, service plumbing, venting and gas piping, all plumbing methods including both rough-in and top-out.

(Signed) with Master License #

(Notarized)

*It is important that your document is formatted and worded as closely as possible to example given. Bring the original letter to Coordinator.