

**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 and CHEST** TYPE RESERVE PARACHUTES. He has packed in excess of 20 **each** of **BACK and 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)