

SAMPLE DESIGNATION LETTER (for F-89)

MUST BE SUBMITTED ON COMPANY LETTERHEAD

To: FDNY
Bureau of Fire Prevention
9 MetroTech Center,
Brooklyn, NY 11201

From: _____

Date: _____

Subject: Application to take FDNY FLSD NON-FIRE computer exam

Re: _____
(Applicant's name)

The above individual is the Fire Safety Director (C of F number: _____) at

_____ (PREMISES ADDRESS)

Company name: _____

The comprehensive fire safety/EAP (Level 1) plan of the premises listed the above has been accepted by the FDNY.

He/she has been designated as FLS Director or Deputy FLS Director for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this certificate of fitness.

Sincerely,

Building Owner or Manager (Contact phone number: _____ - _____ - _____)