

< Print on your company letterhead >

BC Construction Safety Alliance  
Construction Safety Specialist Division  
Suite 400 – 625 Agnes Street  
New Westminster, BC  
V3M 5Y4

< Insert Current Date >

Re: Construction Safety Specialist Reference Letter for < Insert Applicant's Name >

Dear BC Construction Safety Alliance,

I am writing on behalf of < Insert Applicant's Name > who is applying to obtain the Construction Safety Specialist designation. < Insert Applicant's Name > has worked with < Insert Company Name > for < Years/Months > with direct experience on a construction site, undertaking responsibilities for administering the occupational health and safety program.

If you have any questions regarding this letter please do not hesitate to contact me.

Sincerely,

< Signature >

< Name of Employer, Title >

< Employer Phone Number, Email Address >

< Mailing Address >