

Date

To whom it may concern,

This is a positive letter of recommendation for (*SME applicant's name*). I have personally observed him/her conduct firearms training on several occasions. He/she was professional, demonstrated proficiency with firearms, and communicated well with the students. I believe he/she would do a great job conducting law enforcement firearms instructor certification courses and certifying others as firearms instructors.

As a (*supervisor for organization / member of NLEFIA*) I highly recommend (*SME applicant's name*) for the NLEFIA Firearms Instructor SME certification. If needed, I am available for further inquiry. I can be reached at (*phone number*) or at (*email address*).

Respectfully,

*Endorser's signature*

*Endorser's name*