

*{Insert company logo/letterhead here}*

*{Insert date}*

CAIT-NJ LTAP  
Rutgers, The State University of New Jersey  
100 Brett Road  
Piscataway, NJ 08854-8058

**Re: Traffic Control Coordinator Program Prerequisite Documentation**

Dear Bethany,

This letter is to verify that *{Insert name here}* has been employed by *{Name of company}* since *{insert date}* (or was employed by *{Name of company}* between *{insert date}* to *{insert date}*) during which time he/she has attained at least 4,000 hours of field experience working in highway work zones.

It is my understanding that *{Insert name here}* is registered for the upcoming CAIT-NJ LTAP Traffic Control Coordinator (TCC) Program Training Session from *{insert date}* to *{insert date}*.

I trust this letter is adequate proof of *{Insert name here}*'s prerequisite work experience.

Sincerely,

*{Name of company}*

*{Your signature}*

*{Printed name}*

*{Title}*