

{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 Jessica,

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}