

Example Letter of Sponsorship for VFD  
(this should be on the department letterhead)

Date: \_\_\_\_\_

Mr. Allan Rice  
Executive Director  
Alabama Fire College  
2501 Phoenix Drive  
Tuscaloosa, AL 35405

Dear Mr. Rice:

The purpose of this letter is to notify the Alabama Fire College that \_\_\_\_\_  
(**name of sponsoring department**) Fire Department is sponsoring Fire Fighter  
\_\_\_\_\_ (**name of recruit**) in the Alabama Fire College Fire Fighter I/II  
Recruit School.

This Fire Fighter is a member in good standing of the \_\_\_\_\_ (**name  
of department**) Fire Department.

Sincerely,

\_\_\_\_\_  
(Signature of Fire Chief)

\_\_\_\_\_  
(Signature of Recruit)