SAMPLE LETTERHEAD

14 July 2017

Reference Captain Example Example

Ice Navigator Certificate Application

Dear To Whom It May Concern,

I have known Captain Example for [number of years known] and [explain experience as an ice navigator]

[Other information about ice navigation/ polar experience and training}

Captain Example’s record and my knowledge of his/her experience indicates to me he/she meets the requirements for The Nautical Institute Ice Navigator Certification.

Captain Example is a member in good standing of The Nautical Institute.

**SIGNATURE**

Sincerely,

Captain Other Example