(INSERT COMPANY LETTER HEAD / LOGO here,

with company name and address.)

Licensing Department

Energy Safe Victoria

4 Riverside Quay

Southbank, VIC, 3006

Dear Sir/Madam,

RE: **A-GRADE APPLICATION SUPPORT LETTER** for First name Surname

Please be advised that First name Surname, worked at ABC Pty Ltd from Start Date (VRQA Letter Exact date) to Finish Date (VRQA Letter Exact), (or and is currently employed) and gained a minimum of 12 months of electrical installation work experience here.  
  
The types of work that First name gained experience in are:

* Installation of power and lighting circuits
* Installation of power points and data points within domestic dwellings
* Domestic & commercial switchboard installation and fit off and terminations
* Fault finding within domestic dwellings
* Commercial cabling and termination of cables
* Installing new circuits for industrial application
* Fault finding within, but not limited to, industrial machinery

In my opinion, First name, Surname is a competent electrical worker.

Please contact me with any queries you may have regarding this matter on (phone number).

Kind regards,

(Hand signed by business owner or direct A Grade Supervisor if a large company, not admin staff)

Name:

Position:

Date: (should be fairly recent)

A-Grade Licence number: A 00000

Edit Everything In Red, and Change To Black Before Printing.