

For the sake of example, this letter uses the Mason trade. Please insert your trade and its work processes when writing your letter.

Date:

Oregon-Columbia Masons TATC
c/o Northwest College of Construction
8111 NE Holman Street
Portland, OR 97218

Dear Members of the Committee,

Please consider this my request for advanced credit in Mason's program. I am currently attending ___year classes and have earned ____on-the-job training hours in the program.

Prior to entry into this apprenticeship program I worked for employer from date to date. During that time I was working as a bricklayer: (list your job duties). I am now asking for number of hours of advanced on-the-job training credit and the appropriate rerate for that time divided into the following work processes:

Masonry Substitutes (1200)
Clean, Point and Waterproof (1000)
Brick Field-Layout, Assembly, Bonds, Application (1000)
Structural Masonry Applications (1600)
Fireproof & Heat Resisting (250)
Natural Stone (500)

Attached you will find a letter from my previous employer/s confirming these hours.

Thank you for considering this request.

Sincerely,

Printed name and Signature