

Sample letter **ONLY**, please prepare on company stationary

Date

City of Seattle
Department of Planning and Development (DPD)
Site Development Services/RSSC Program
700 Fifth Avenue, Suite 2000
PO Box 34019
Seattle, WA 98124-4019

Re: Certified Individuals for the RSSC Program

The following individual(s), who have passed the DPD written examination per SMC 22.16.060 Registered Side Sewer Contractor – qualifications – insurance – bonds:

Name
Name
Name

I certify as the (Owner) or (Corporate Officer) that the hereinabove individuals are employed at our company.

Sincerely,

Name
Title