

Letter headed paper showing  
Company Logo and Contact Details

Courses Department  
Ocean Technologies Group  
2<sup>nd</sup> Floor, The Place  
175 High Holborn  
London  
WC1V 7AA

Date: <DD/MM/YYYY>

Our Ref:

Dear Sir/Madam,

**RE: LNG Training SIGTTO Competency Standards (3<sup>rd</sup> Edition) Certification**

I write to introduce <Candidate's Full Name> who has served in the capacity of <rank> onboard Liquefied Natural Gas Carrier(s) connected with this company, accruing a minimum of 30 days sea service and onboard training.

During this time, the above-named candidate has carried out duties and operations as required by their rank for the safe care and management of Liquefied Natural Gas cargoes and has done so practically as required by the company.

I confirm that the above-named candidate, throughout their training period onboard, has achieved and demonstrated the knowledge and 'levels of competence' suggested by SIGTTO at the <Deck Operational, Deck Management, Cargo Operation, Cargo Management\*> level. I therefore deem this officer to be practically competent in all aspects and suitable to be awarded certification at this level in accordance with the SIGTTO LNG Shipping Suggested Competency Standards, 3<sup>rd</sup> Edition.

I would be grateful if you could review the enclosed documents to ensure it meets the requirements for issuance of certification.

Yours Faithfully,

<Your signature>

<Your Name>

<Your Position>

\*delete as appropriate