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## REQUEST FOR LETTER OF RECOMMENDATION

To Whom It May Concern:

The person who is sending you this letter is applying to be a Certified Environmental Professional (CEP). The CEP credential was initiated in 1979 to provide a globally recognized designation for persons working in the environmental profession. The Academy of Board Certified Environmental Professionals (ABCEP) manages the program and assures that the credential individuals are knowledgeable, experienced and dedicated professionals and leaders in the environmental profession.

As part of the application process for recognition as a CEP, an applicant must have eight references from peers who have personal and/or professional knowledge of his/her reputation and qualifications. Please express your knowledge of his/her professional reputation and qualifications and any opinion you may have as to meriting recognition and certification.

He/she has applied for certification in one of our six focus areas:

- **Environmental assessment;** including the evaluation of risks to (or past impacts upon) the occupants of ecosystems, workplaces, or residences exerted by physical, chemical or biological agents to which exposure may occur (or may have occurred).
- **Environmental documentation;** including the preparation of reports, presentation of facts, and completion of other actions to establish administrative records demonstrating compliance with environmental statutes, regulations, and permits.
- **Environmental operations;** including the management of facilities in accordance with requirements of environmental statutes, regulations, and permits.
- **Environmental planning;** including the arrangements for future facility construction, operation, and/or management in accordance with anticipated requirements of environmental statutes, regulations, and permits.
- **Environmental research and education;** including teaching in academic settings and conducting and reporting on original research relating to the environment and environmental dynamics.
- **Environmental sustainability;** including evaluation of sustainability in planning and project implementation, and preparation of project and development plans that integrate long-term viability of resources into environmental practice.

Until your letter of reference is received, we will be unable to proceed with the application. Please try to respond within 1-3 weeks. For additional information about the Academy and persons who have earned the CEP designation, please look at our web page – [www.abcep.org](http://www.abcep.org).

Thank you in advance for your assistance, and feel free to call us at our toll-free number (866-767-8073) if you have any questions.