



SAMPLE LETTER OF ATTESTATION FOR LEED AP SPECIALTY EXAMS

Date

Green Building Certification Institute
2101 L Street, NW
Suite 500
Washington DC, 20037

RE: LEED Project Experience - Letter of Attestation

To Whom It May Concern,

The purpose of this letter is to verify that **Jane Doe** has experience on a LEED project as required to sit for the LEED AP (O+M, BD+C, ID+C, ND, Homes) exam. The project name is **project name** and the Project ID is **987654321**. **Jane Doe** is a **title** (i.e. product rep, architect, etc.) for **Company Name – describe company function** (i.e. a full-service architecture office, HVAC engineer, etc.). **Company name** was hired by **Architect / Owner / G.C.** to **describe LEED project responsibilities** for the **LEED Project Name**. **Jane Doe** provided the documentation for **credit name** (i.e. SS Credit 2 – Development Density & Community Connectivity). She was involved with this project in July of 2009.

Should there be any questions, please do not hesitate to contact me.

Sincerely,

Architect / Owner / G.C. Company Name

Architect / Owner / G.C. Individual, LEED AP

Signature

Title