

## **SAMPLE LETTER (DOCUMENTING EXPERIENCE)**

Date

ATTN: Regent, Applicant and Member Relations  
Institute of Certified Records Managers  
230 Washington Avenue Extension  
Albany, New York 12203

Dear ICRM Regent:

I am Chief General Counsel for XYZ Company. Ms. Amy Wilson, XYZ's Company Records Manager, is applying to sit for the <<CRM or CRA>> exam. This letter is verification of Ms. Wilson's professional Records and Information Management (RIM) experience while with XYZ.

Ms. Wilson has been the Company Records Manager for two years. She started working for us in 2008. During that time she has developed and implemented a Records Retention Schedule and Disposition procedure for the entire company. She also she implemented the ABC electronic records management system, and designed and implemented an archiving program for the Customer Information System.

Please let me know if you have additional questions about Ms. Wilson's experience with my company.

Regards,

John Doe, Chief General Counsel  
XYZ Company