

Appendix D

SAMPLE

Nomination Request Letter

Date: *(current date)*

The Honorable _____
United States Senate
Washington, DC 20510-0001

Or The Honorable _____
United States House of Representatives
Washington, DC 20510-0001

Dear Senator _____:

Dear Congressman/Congressman _____:

Or

Vice President JD Vance
The Old Executive Office Building, Room 490
Washington, DC 20510

Dear _____:

I desire to attend the United States *(service academy)* and to be commissioned in the *(branch of service)*.
I respectfully request that I be considered as one of your nominees for the class entering *(service academy)* in the summer of *(year)*.

The following are furnished for your information:

Name of Applicant:
Permanent Address:
Telephone Number:
Temporary Address and Telephone Number (if different from proceeding):
High school:
Date of birth:
Social Security Number:
Names of parents:

I have/have not requested that a candidate file be initiated for me at the *(service academy)* Admissions Office.

Sincerely,
(your name)

***** Please note that this is just an example of framework that should be included in your nomination request letter. Please consider including additional and personalized information.*****