

# Appendix D

## SAMPLE

### Nomination Request Letter

Date: *(current date)*

The Honorable Brett Guthrie  
996 Wilkinson Trace, Suite B2  
Bowling Green, KY 42103

*Or*

The Honorable \_\_\_\_\_  
United States Senate  
Washington, DC 20510-0001

Dear Congressman Guthrie:

Dear Senator \_\_\_\_\_:

*Or*

Vice President Joe Biden  
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.\*\*\***