Letterhead

XXXX-XXX-X (XXX) (office symbol) DD/MM/YYYY

MEMORDANDUM FOR: Office of Admissions, National Intelligence University

SUBJECT: **(NAME OF ORGANIZATION)** Nomination(s) for the **(Name of Program)** for Academic Year **(XXXX-XXXX)**

1. The **(Name of Organization)** submits the following individual(s)s for consideration.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rank/  Grade | Last Name | First Name | Middle Initial | SSN Last Four | Email Address |
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2. The point of contact for this memorandum is XXXX at (e-mail address), unclassified (XXX) XXX-XXXX, or secure XXX-XXXX.

Signature Block (authorizing personnel)