

College/University Letterhead

Center for Character Development
Attn: NCLS 2019 Registration Team
2354 Fairchild Drive, Suite 4A-59
United States Air Force Academy, CO 80840

(Date)

To Whom It May Concern:

It is my honor to recommend _____ for the National Character and Leadership Symposium and to represent our university. _____ is an undergraduate student in good standing and is between the age of 18 – 26 years old. If you need additional information about this student, please feel free to contact me.

Sincerely,

Name of Faculty or University Representative
Title
Day Time Phone
Email Address