College/University Letterhead

Center for Character Development (Date)

Attn: NCLS Registration Team

2300 Cadet Drive Suite 300

United States Air Force Academy, CO 80840

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