**COVER LETTER TEMPLATE**

FROM: Enter Organization

Enter Organization Address Line 1

Enter Organization Address Line 2

TO: SAF/IAPR

1080 Air Force Pentagon

Washington, DC 20330-1080

SUBJECT: Enter Year of the Award USAF IA Excellence Award Nominee

I nominate, Enter Applicant Name, as the Enter Organization nominee for the Enter Year of the Award USAF IA Excellence Award.

Enter Applicant Rank/Grade

Enter Applicant AFSC or Occupational Series Enter Applicant Position Title

Write a brief description of applicant's position duties and responsibilities

My point of contact is Enter Command Administrative POC Name at Enter Commercial and DSN Phone Number, email: Enter Email Address.

ENTER ORGANIZATION COMMANDER

Enter Signature Block Line 2

Enter Signature Block Line 3