**ENDORSEMENT MEMORANDUM TEMPLATE**

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE INTERNATIONAL AFFAIRS

FROM: Enter Organization

Enter Organization Address Line 1

Enter Organization Address Line 2

SUBJECT: Endorsement for Enter Applicant Name

I endorse, Enter Applicant Name, as the Enter HAF two-letter, MAJCOM, FOA, or DRU nominee for the Enter Year of the Award USAF IA Excellence Award.

A records check was conducted on DATE and revealed no information that would bring discredit to the award or the U.S. Air Force.

ENTER SIGNATURE BLOCK HERE FOR (HAF TWO-LETTER, MAJCOM/FOA/DRU COMMANDER, VICE COMMANDER, OR EXECUTIVE DIRECTOR)

Enter Signature Block Line 2

Enter Signature Block Line 3