(USING COLLEGE/UNIVERSITY LETTERHEAD)

Date (DD Month YYYY)

Experimental Sounding Rocket Association
665 N 400 E
Logan, UT 84321

Dear Experimental Sounding Rocket Association,

The following students (including former students who recently graduated but were enrolled in the previous – [YYYY/YYYY] – academic year) and advisors will be participating in the (YYYY) Spaceport America Cup: Intercollegiate Rocket Engineering Competition, occurring (DD-DD Month).

- Student name #1
- Student name #2
- Student name #3
- ...
- ...
- ...
- Student name #n
- Advisor name #1
- ...
- ...
- ...
- Advisor name #n

Sincerely,

Signature
Date (MM/DD/YYYY)

(Printed Name)
(Printed Title)
(Printed College/University Name)

The electronic version is the official, approved document.
Verify this is the correct document before use.