

**(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,

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

Date (MM/DD/YYYY)