

SAMPLE LETTER FROM THE COMMANDING OFFICER ON LETTERHEAD



DEPARTMENT OF **YOUR BRANCH (I.E. ARMY)**

DATE

From: Commanding Officer [List Military Installation Here]
To: Illinois Student Assistance Commission
Program Operations
Illinois Veteran Grant

1. This is to certify that [Name and Rank], is currently assigned to [List Military Installation Here] serving on Federal Active-Duty Service in the United States.
2. The following information is provided:
 - a. NAME OF SERVICE MEMBER: **[INSERT SERVICE MEMBER'S NAME]**
 - b. SSN: **XXX-XX-#### [PROVIDE LAST FOUR OF SSN]**
 - c. DATE OF BIRTH: **XX/XX/XXXX**
 - d. HOME OF RECORD AT THE TIME OF ORGINAL ENLISTMENT: **CITY, STATE**
 - e. BRANCH OF SERVICE: **NAME OF BRANCH (i.e., ARMY)**
 - f. FEDERAL ACTIVE-DUTY SERVICE START DATE: **XX MONTH XXXX**
 - g. LENGTH OF TIME IN EACH PERIOD OF FEDERAL ACTIVE-DUTY SERVICE: **XX YEARS, XX MONTHS AND, XX DAYS**
 - h. EXPECTED DISHCHARGE OR RELEASE DATE: **XX MONTH XXXX**
 - i. EXPECTED CHARACTER OF DISCHARGE: **HONORABLE, GENERAL DISCHARGE, OTHER THAN HONORABLE**
3. Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized (all periods of service): **[Insert Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized here]** (Example: ARMED FORCES EXPEDITIONARY MEDAL, GLOBAL WAR ON TERRORISM SERVICE MEDAL, GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL).
4. The above information is certified to be true. If there are any questions or concern, please contact the Commander or Commander's designated representative and contact info at **(insert email address here)** or **(insert phone number here)**.

//Signed by commander or commander's designated representative//
Signature Block