

\* Command/Organization letterhead is preferred

**Sample Civilian Executive Master of Business Administration (EMBA) Applicant Letter**

DATE: 1 SEP 2020

FROM: [Full Name, Pay Plan-Level-Series]

*e.g., John D. Smith, GS-13-0501*

TO: President, Naval Postgraduate School

ATTN: Dr. Christina Hart, EMBA Program Manager, Graduate School of Defense Management

VIA: [Commanding Officer/Supervisor]

SUBJ: Application for March 2021 EMBA Program

1. I meet all eligibility requirements and request consideration for the March 2021 EMBA Program. I am available to complete the 24-month program.

2. I understand that if selected for this program, I shall sign a Continued Service Agreement that obligates service following completion of the program (or after disenrolling from the program if benefits were used) for a period computed in accordance with the DoD guidance related to time and cost factors.

3. I can be contacted at:

**Work:**

Address:

E-mail:

Phone #:

**Home:**

Address:

E-mail:

Home Phone #:

Mobile Phone#:

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(Signature)