

Appendix E – Sample Induction & Confirmation Letter



Northwestern State Demon Regiment (NDR)

Northwestern State University
Gov. James A. Noe Military Science Building
418 Caspari Street, Building 31
Natchitoches, LA 71497



Tel: 318-357-5157 Fax: 318-357-6520
<http://northwesternalumni.com/demonregiment>

15 February 2017

COL (R) John C. Doe
13141 Linda Ave
Natchitoches, LA 71457

Dear Sir/Ma'am:

It gives me great pleasure to inform you that you have been selected as this year's nominee for the Demon Regiment Hall of Fame/Distinguished Member of the Regiment/Honorary Member of the Regiment. This honor is in recognition of your outstanding service and achievements as a _____.

MAJ Donald Q. Smith's nomination spoke highly of your contributions to your country, to your community, and to your university. The NDR Executive Council strongly felt that your accomplishments merited this award. As stated in your notification letter, the induction this year will be at the Military Ball on 11 March 2017 at 1800 hours. Dress is Formal. You will be given 5 to 10 minutes to speak at the ball. You will also be contacted to further refine your biographical narrative for the Hall of Fame Plaque.

Congratulations on your selection and looking forward to presenting you this award.

Sincerely,

Chief of Staff