

Appendix D – Sample Nomination Notification 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>

7 January 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 for consideration as a 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 _____.

We will use the information that was submitted by MAJ Donald Q. Smith to verify your eligibility. Once this action has been completed, your nomination will be considered and voted upon by the NDR Executive Council. You will be notified if you have been selected by February 15, 2017. The induction this year will be at the Military Ball on 11 March 2017. 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, if selected.

Thank you for your time and for the service which has so deservedly brought your nomination to our attention. We invite you to visit our program at your convenience and we look forward to hearing from you soon.

Sincerely,

Chief of Staff