

Company Letterhead

John Doe
765 Brookfield Lane
Anytown, IL 12345

} Company Name
and Address

[Date of Letter]

Reference: CLEP Defense Industry Lifecycle Logistics Certification on Behalf of *[Applicant's Name]*

Council of Logistics Engineering Professionals (CLEP) Vice President, Education
P.O. Box 32084
Mesa, Arizona 85213
USA

Attention: CLEP Vice President, Education

Dear CLEP Vice President, Education:

Subject: Letter of Endorsement

I am the supervisor for *[Mr. / Ms.] [Applicant's Name]*. I attest that *[Applicant's Name]* has worked in the defense industry logistics field for *[number]* of years. Over the past *[number] [years/months]* their work has been focused in *[describe the type of work the applicant has performed as it relates to logistics. If possible, specify one or more of the logistics elements the applicant has worked in using the twelve Integrated Product Support (IPS) elements.]*

[Applicant's Name] has worked hard to complete all required Defense Acquisition University (DAU) courses. *[He / She]* is most deserving of being recognized as earning a Level *[Level of Certification - I, II, III]* certification for the CLEP Defense Industry Life-Cycle Logistics.

Sincerely,

[Supervisor's Name]
[Company Title]