



DEPARTMENT OF THE [INSERT SERVICE HERE]
[PUT UNIT/SHIP/SQUADRON/DELTA HERE]
[INSERT ADDRESS HERE]

[DATE]

Council of Logistics Engineering Professionals (CLEP)
Attn: Vice President, Education
Subject: Letter of Endorsement for [INSERT NAME HERE]
P.O. Box 32084
Mesa, Arizona 85213

To Whom It May Concern,

I am writing to endorse [INSERT YOUR NAME HERE] for the CLEP Defense Industry Life-Cycle Logistics Level I Certification. I was [INSERT YOUR NAME HERE] supervisor from [START DATE] to [END DATE] and can attest that he has over [X YEARS OF] logistics experience in sustainment organizations while serving in the United States [INSERT SERVICE HERE].

[At this point in time go through the narrative of how your resume relates to the IPS elements and how you have demonstrated mastery of Life-Cycle Logistics tasks as it relates to military service. This can be multiple paragraphs]

[YOUR NAME] has worked hard to complete all DAU requirements and is most deserving of being recognized as a CLEP Defense Industry Life-Cycle Logistics Level [INSERT DESIRED LEVEL HERE].

If you have any questions or concerns, please feel free to contact me at [Phone Number], or e-mail at [Government E-mail]

Very Respectfully,

[Leave space for digital or physical signature. Generally 5 lines]

[THEIR NAME]
[RANK, SPECIALTY]
U.S. [Service]