*This letter is a sample only.*

**Military Service Verification Cover Letter**

*Duplicate on program letterhead*

Date

Client’s Commanding Officer  
Title  
Street Address  
City, State Zip Code

Dear [Commanding Officer],

Please complete the enclosed Military Service Verification Form for the following student:

[Student\_Name]

This individual is enrolled in an Adult High School Credit Diploma Program and has requested adult high school credit for active duty military experience and/or training.

We would appreciate your cooperation in completing the enclosed form, which will help us to further this student’s interests. If there is an existing description of special training received (if any), it would be helpful if you would include a copy.

If you have any questions or concerns about this procedure, please call me at [phone number].

Thank you very much for your assistance.

Sincerely,

Signature of School Counselor

[Name of School Counselor], School Counselor

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I consent to the release of this information.

Signature of Student  
[Name of Student]