[DATE]

Governor Ralph Northam

Attn: Training and Education Alliance

101 N. 14th Street, 17th Floor

Richmond, VA 23219

RE: Request for Certification

Dear Governor Northam,

[INSTITUTION NAME] hereby requests official certification as an TEA Institution through the Training and Education Alliance.

We recognize that Virginia’s Veterans, National Guardsmen, Reservists and Military-related students represent a growing pipeline of talent to Virginia employers.  These men and women have received extensive technical and leadership training while serving and can contribute greatly to the academic success and diversity of our institution.

We also believe the education and credentialing provided by our institution to these Military-related students plays an essential role in building a competent and successful workforce in the Commonwealth.

We are excited about earning TEA certification by providing supportive and exceptional educational experiences to these former warriors as they achieve career enhancing certifications and degrees at [INSTITUTION NAME].

Attached is our Military/ Veteran Student Success Plan in which we detail how we intend to attract, matriculate, assimilate, graduate and create employment opportunities for our Military-connected students.

We are excited to do our part in the Commonwealth of Virginia to invest in our Veterans and Military students thereby exemplifying what it means to serve those who served.

[INSTITUTIONS NAME]’s primary point of contact for the Alliance is [POC NAME, TITLE, EMAIL and PHONE].

Respectfully Submitted,

[EXECUTIVE/SENIOR OFFICIAL]

[[ A note to the applicant: You are free to modify the wording contained herein. We only ask that you do include the administrative information in paragraphs 3 and 4 for our records. We ask that *in general* we ask that this letter be signed by senior staff at your institution. The more senior the signature, the more impactful a message it is to the Commonwealth and her citizens!]]