INSTRUCTIONS: Fill in the items in red font, then copy and paste this letter into an email message to

9-AWA-AVS-AOV-Credentials@faa.gov

Air Traffic Safety Oversight Service (AOV)

Federal Aviation Administration

ATTN: Air Traffic Safety Operations Oversight Division, AOV-200

Dear Sir or Madam:

I am writing to request that the AOV submit to Thomas Edison State University an Official College Credit Letter confirming that I hold an FAA Credential with Tower Rating. Please also indicate the Original Date of Issue for my certification. My personal information is as follows:

Full Legal Name:

FAA Certificate #:

Birth Month:

Last date of issue:

If you require any additional information to process this request, my contact information is as follows:

Current Street Address, City, State Zip

Email address

Phone #

Please ensure that the letter is emailed from the official AOV address directly to transcripts@tesu.edu.

Thank you for your kind and prompt attention.

Sincerely,

Print Name