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

To whom it may concern:

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 or the FAA Credential with Enroute 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