

SAMPLE LETTER REPORT

DATE

From:

To: Commanding Officer, Center for Personal and
Professional Development, Voluntary Education
Detachment, ATTN: GEV, 6490 Saufley Field Road,
Pensacola, FL 32509-5241

Subj: FEEDBACK ON QUALITY OF EDUCATION

1. The following information is provided concerning the
quality of graduate education at civilian universities:

University:

Degree:

Subspecialty:

Date commenced full time studies:

Expected or actual graduation date:

2. Academic Accomplishments:

(I am currently in the third quarter of an 8 quarter
program. My grade point average is X.XX. I have begun
working on a thesis/major report entitled:)

3. Strengths and Weaknesses of Program:

(Discuss any strengths and weaknesses of the program
including particularly outstanding (or poor) classes,
scheduling difficulties, administrative support, advisors,
etc.)

4. Future Plans:

(Discuss your future academic and/or professional goals for
the upcoming academic period or for follow-on orders.)

5. New/forwarding address and phone number (if applicable):

Very Respectfully,