

SAMPLE

LETTER REPORT

DATE

From:

To: Director, Civilian Institutions Program Office (Code 031A)
Naval Postgraduate School, 1588 Cunningham Road, Room E220
Monterey, CA 93943-5143

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,