

SAMPLE LETTER REQUEST FOR CURRICULUM REVIEW/APPROVAL

From: (Rank, Name, SSN, Designator)

To: Superintendent, Naval Postgraduate School (Code 031A),  
Monterey, California 93940-5100

Subj: REQUEST FOR CURRICULUM REVIEW/APPROVAL FOR XXXX P-CODE

Ref: (a) BUPERS ltr 1520 Ser / \_\_\_\_\_ of \_\_\_\_\_ (selection letter)

Encl: (1) List of Course Descriptions from College Catalog  
(2) College Transcripts

1. Per reference (a), I am (applying/have been selected) for the Navy's Scholarship Program. Enclosure (1) is forwarded for your review/approval to determine if my proposed curriculum satisfies the educational skill requirements for the (list curriculum title) (XXXXP subspecialty code) .

2. The courses I intend to take are listed in enclosure (1). Enclosure (2) provides transcripts for all the college courses I have completed.

3. The following pertinent information is provided:  
a. Name of college/university I will attend:  
b. Start and end date of program:  
c. Duty telephone number (DSN/commercial) :  
d. Email address

Applicant's Signature