

Sample Military Executive Master of Business Administration (EMBA) Applicant Letter

DATE: 1 DEC 2018

From: LCDR William D. Smith, XXX-XX-1234*/1310

To: President, Naval Postgraduate School,
Graduate School of Business and Public Policy
(Attn: Dr. Christina Hart, EMBA Program Manager)

Via: Commanding Officer

Subj: Application for MAR 2019 EMBA Program

Ref: (A) NAVADMIN XXX/19

1. Per Ref A, I meet all eligibility requirements and request consideration for the MAR 2019 EMBA Program. MY PRD is (MM/YY) and I am available to complete the 24-month program.
2. I understand that if selected for this program, I shall remain on active duty following completion of the program (or after disenrollment) in accordance with NAVADMIN XXX/19.
3. I can be contacted at:

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William D. Smith, LCDR, USN

*Note: Do not send full SSN; only last four