



AGENCY EXAMPLE
STREET EXAMPLE
CITY, STATE ZIP-EXAMPLE

MEMORANDUM FOR DEPARTMENT OF WAR CHIEF LEARNING OFFICER, CIVILIAN
WORKFORCE

SUBJECT: [ORGANIZATION] Nominations for the FY27, Cohort12, White House Leadership
Development Program

The [ORGANIZATION] recommends the below-listed nominees for consideration by the
Deputy Secretary of War, or his designee, to be fellows in the Fiscal Year 2027 White House
Leadership Development Program. A selection panel of Senior Executive Service members
reviewed a total of [enter number] applications:

1. Name, Title, Organization
2. Name, Title, Organization
3. Name, Title, Organization

My point of contact regarding these nominations is [COORDINATOR], who can be
reached at (123) 456-7890 or first.mi.last.civ@mail.mil.

John Q. Public
Title

Attachments:
Nomination packages