

SAMPLE COVER LETTER
(Submit on Company Letterhead)

Jane Q. Doe
Air Force Research Laboratory/DEO
Office of Public Affairs
3550 Aberdeen Ave., SE
Kirtland AFB, NM 87117-5776

OR

(Express address)
Bldg. 497, Room 116
3650 Aberdeen Ave., SE
Kirtland AFB, NM 87117-5750

Dear Ms. Doe

The attached material is submitted for public release approval. The material is unclassified, technically accurate, non-proprietary and suitable for public release. The material is clear of ITAR sensitivities and is not listed as a controlled technology in the Commerce Control List.

Contract Number: XXXXXX-XX-X-XXXX

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Description: (technical paper/speech/news release/video/script/abstract, etc.)

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Author: (name and phone number)

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Location: (city and state or city and country)

When: (conference date(s), etc.)

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If applicable, provide title, DOD/AF case number and date of previously cleared document(s).

If submitting a video, include a statement that contract funds were or were not used for production.

If you have any questions, I may be reached at (000) 000-0000 or contact the author at (000) 000-0000.

Sincerely,

John P. Smith
Public Relations

