

**(Example Cover Letter-Maximum of one-page)**

(Date)

MEMORANDUM FOR AIRLIFT TANKER ASSOCIATION

ATTN: A/TA Administration

FROM: (Nominating individual/group/chapter/company, etc)

SUBJECT: A/TA Hall of Fame Induction Nomination, Major General Joseph H. Smith III

1. It is (my/our) distinct honor and privilege to nominate Major General Joseph H. Smith III for induction consideration into the Airlift Tanker Association Hall of Fame.
2. General Smith's extensive and distinguished career spanned 33 years, and touched every facet of strategic airlift, aerial refueling, combat support, and directing global air mobility operations in support of national objectives. His long and impressive record of accomplishments, leadership, and vision contributed immensely to the advancement of air mobility, and went well above expectations. Gen Smith's character, initiative, and dedication, truly reflects the intent and purpose of this prestigious award, and induction as a A/TA Hall of Fame member.
3. We strongly encourage the A/TA board and selection committee to consider Maj Gen Joseph Smith for this special recognition. For additional support, or in answering any further questions, please contact SMSgt Richard Brown, DSN 555-5555, or COMM (555) 555-5555, [rick.brown@us.af.mil](mailto:rick.brown@us.af.mil).

RICHARD BROWN, SMSgt, USAF  
President, Pacific/Northwest Chapter

**Attachments:**

1. Biography (not necessary for a mission group nomination)
2. Narrative

**NOTE:**

1. *Please ensure the submitters contact information so A/TA can ask questions or provide package feedback*
2. *Edit the cover letter as appropriate to indicate the nomination is for an "act of heroism" or "mission group."*