

**Letter of Recommendation Guidelines**

**Letters of Recommendation must be received by 5 pm, October 17, 2025**

The following student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently applying for a Service Academy Nomination from Congressman Tom Kean, Jr. The applicant is required to submit letters of recommendation from individuals who know the applicant well and can speak directly to their ability to meet the rigorous demands of an academy education and the service commitment required of an academy graduate. The letter writer cannot be a direct family member of the applicant.

The nomination process is very selective, and your personal letter will be reviewed and considered as an integral component of the applicant’s entire nomination packet by Congressman Kean’s Academy Review Board.

Please follow these guidelines in preparing and submitting a letter of recommendation:

Letter can be of any length or format but must be typed

Letter should identify how long you have known the applicant and in what capacity

Bear a signature and contact information

**Emailed to** [**NJ07Academy@mail.house.gov**](mailto:NJ07Academy@mail.house.gov) **with** **Applicant’s Name in Subject line**

If you have questions, please contact the office:

Office of Congressman Tom Kean, Jr.

100 Corporate Drive, Suite 106

Lebanon, NJ 08833

908-547-3307