

## 5C Supporting Letters {PDF}

### General Instructions for Supporting Letters

Here are some **general rules** pertaining to all letters:

- When possible, the letter should be on letterhead (NECA member firm, NECA chapter or personal letterhead).
- The inside address on the letter should be to “Jury of Fellows, Academy of Electrical Contracting” with an address of “1201 Pennsylvania Avenue, Suite 1200, Washington, DC 20004”
- The suggested salutation is: “Dear Jury of Fellows”
- Signature of person making the endorsement
- When complete, the letter should be **converted to a .pdf format** and submitted as an attachment via email to [diane.jacobson@necanet.org](mailto:diane.jacobson@necanet.org).

### Letters from Academy Fellows

When a **Fellow of the Academy** endorses a nomination, the Fellow must write a letter of support to the **Jury of Fellows**. This is required either because:

- Two Fellows are making the nomination, or
- A Fellow wants to supplement (lend credibility) to a nomination that is initiated by a chapter.

In addition to the General Instructions above, here are some **helpful hints** to make these letters from Fellows credible:

- The letter **MUST INCLUDE** the following information/certification:
  - That the Fellow has personally known the nominee ~ and for what length of time
  - That the Fellow has specific knowledge of the qualifications noted on the nomination form
  - That the Fellow **certifies**: “I have read the entire form and know of no misstatements included therein.”
- **In addition** to the **MUST INCLUDE** items in the letter, the Fellow should **elaborate** on some portion of the narrative in which the Fellow has specific knowledge and/or provide additional information about the nominee that is not included in the narrative. In other words, it must be clear that the Fellow has specific personal knowledge and supports the nomination and is not just doing a favor by agreeing to support a nominee.

### Letters from Chapter Officer

When a chapter initiates the nomination, **the chapter governor or president** should submit a letter on either the chapter or company letterhead. The General Rules above apply to the letter format.

- The signature by the chapter governor or president is the important part of this letter.
- Unlike the Fellow letters, there is **no** information/certification required.