**NOMINATION LETTER OF SUPPORT TEMPLATE**

Date:

To: Michael R. Derr, 2018-19 NPI Nomination Committee Chair

Dear Mr. Derr,

As the supervisor of \_\_\_\_\_\_\_\_\_ it is my pleasure to nominate him/her for the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, with the National Procurement Institute, Inc. (NPI). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working for our agency since \_\_\_\_\_\_\_\_\_. His/her duties with the agency include:

1.

1.

1.
2.
3.

We are aware of the extent of financial support and time that is required to hold office as a NPI Officer and our agency management staff is in total support of \_\_\_\_\_\_\_\_\_\_\_\_, and will endeavor to facilitate HIS/HER responsibilities in this role. It is also understood that this is a 4 year commitment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will likely move through the other Officer positions that follow.

I understand and agree that \_\_\_\_\_ must attend all Board meetings, Annual Conferences, and Fall Workshops, and that he/she will receive numerous Emails and phone calls during the work day, and will attend a weekly teleconference with the other officers for the following four years.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is experienced and committed to the ideals of NPI, and is receiving my highest recommendation for this nomination.

Sincerely,

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

PRINTED NAME TITLE