

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of [State Name], against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of [Your Title] of [Organization/Agency Name] on which I am about to enter.

So help me God.

[Your Signature]  
[Your Printed Name]