

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], do hereby 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 on which I am about to enter. So help me God.

Thank you for the opportunity to serve the public in this capacity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]