

[SCHOOL LETTERHEAD]

[January XX, 2018]

**Via Electronic Mail**

U.S Department of Education  
Federal Student Aid  
Gainful Employment Operations Team  
AltEarningsAppeals@ed.gov

**Re: Signed CEO Certification for Alternate Earnings Appeal of [School Name (OPEID: XXXXXXXXX)]**

Dear Gainful Employment Operations Team:

This certification is issued in connection with the *Compliance Attestation Examination of the Standards for Conducting the Recent Graduates Employment and Earnings Survey for Debt Measurement Year 2015* for the above-referenced institution.

I, [CEO Name], do hereby certify (1) that [School Name (OPE ID: XXXXXXXXX)] administered the Recent Graduates Employment and Earnings Survey for its [Program Name] program (CIP Code: XX.XXXX) in accordance with all applicable provisions of the *Standards for Conducting the Recent Graduates Employment and Earnings Study*, and (2) that the mean or median earnings used to recalculate the debt-to-earnings ratios was accurately determined from the survey results.

If you have any questions, please do not hesitate to contact me using the following information:

[CEO Name]  
[Title]  
[School Address]  
[School Address]  
[CEO/School Phone Number]  
[CEO/School Email]

Sincerely,

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[CEO Name]  
[Title]

Disclaimer: These are sample documents and are not intended for replication without consultation by legal counsel.

**Subject Line:** Alternate Earnings Appeal for [School Name (OPEID: XXXXXXXXX)]

Dear Gainful Employment Operations Team:

In accordance with the instructions detailed in *Gainful Employment Electronic Announcement #95 - Debt-to-Earnings Rate Alternate Earnings Appeals*, [School Name (OPEID: XXXXXXXXX)] hereby submits its Alternate Earnings Appeal for the following program, which includes **three sets** of the school's appeal documents:

CIP Code	Credential Level	Program Name
[XX.XXXX]	[Certificate/Diploma]	[XXXXXX]

**We respectfully request that the Department confirm that this email has been received and that this Appeal has been accepted.**

If you have any questions, please do not hesitate to contact me at this email address, or by telephone at [XXX-XXX-XXXX].

Sincerely,

[Name]  
[Title]  
[School Name]

SAMPLE

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