

Appendix B – Template to Prove Company is a Veteran Owned Business (VOB)

** This letter is not valid unless presented on company letterhead **

Date: _____

This letter is to verify that _____ is employed by _____, which is a veteran owned business.

Note: The first step to getting certified as a Veteran-Owned Small Business (VOB) is to make sure you meet the following requirements:

- You served on active duty with the Army, Air Force, Marines, Navy, or Coast Guard.
- You were honorably discharged or released.
- At least 51% of your business is veteran-owned.
- You're actively involved in managing the company and its daily operations.

By signing this document, the supervisor is attesting that the information provided on this form is true and accurate to the best of your knowledge.

Supervisor Name: _____

Supervisor Title: _____

Supervisor Signature: _____ Date: _____