

Information highlighted in yellow MUST be included in your flight itinerary receipt and program acceptance letter. Please see examples below.



Flight Itinerary Receipt Example

You're going to Chicago (Midway) on 11/21 (CQFNDQ)!

1 message
Southwest Airlines

Wed, Sep 3, 2025 at 2:54 PM

NOVEMBER 21

TUS  MDW

Tucson to Chicago(Midway)

Confirmation # **CQFNDQ**

PASSENGER

Wilbur Wildcat

Your itinerary

FLIGHT
0879

DEPARTS

TUS 07:00AM

Tucson



ARRIVES

MDW 11:15AM

Chicago (Midway)

Payment information

Total Cost

Air - **CQFNDQ**

Base Fare	\$	224.35
U.S. Transportation Tax	\$	16.83
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	5.20
U.S. Passenger Facility Chg	\$	4.50
Total	\$	256.48

Payment

September 3, 2025

Payment Amount
Visa ending in 1234

\$256.48

*****Program Acceptance Letter Example*****

June 17, 2026

Subject: Program Acceptance Letter

Dear Wilbur,

Congratulations! We are pleased to inform you that you have been accepted into the **Public Policy Leadership Program.**

Program Start Date: Monday, August 10, 2026

Program End Date: Friday, August 14, 2026

We are excited to welcome you to the program and look forward to your participation. Additional information regarding the program schedule and next steps will be shared with you prior to the start date.

If you have any questions, please feel free to contact us.

Congratulations once again, and welcome to the **Public Policy Leadership Program!**

Sincerely,

Wilma Wildcat

Program Coordinator

Organization Name

email@organization.org | (555) 555-5555