



**U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Complex**

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Office of the FCC Victorville Volunteer Coordinator

13777 Air Expressway Blvd.  
Victorville, California 92392

**Letter of Endorsement**

A **Letter of Endorsement** must be submitted to the Volunteer Coordinator as soon as possible.

This letter MUST be: 1) on company letterhead, 2) dated, 3) individual letters (specific to you, no group letters), and 4) signed by the leader of the organization. The letter should indicate that they are sponsoring you along with a short narrative of your character. An original signature is required. No fax copies will be accepted. Please mail the letter to:

FCC Victorville  
Attn: Sandra M. Silva  
Volunteer Coordinator  
P.O. Box 5400  
Adelanto, CA 92301

The application process will not be complete and your badge will not be issued until all required documents have been received.

If you have any questions or concerns, please contact me at (760) 530-5927.

Sandra M. Silva  
Volunteer Coordinator  
FCC Victorville