

[Your Name]  
[Your Rank]  
[Your Unit/Department]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Rank]  
[Recipient's Unit/Department]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: [Subject of the Letter]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of the letter clearly and  
concisely.]  
[Body paragraphs: Provide detailed information, context, or requests  
relevant to your purpose. Use bullet points if necessary for clarity.]  
[Closing paragraph: Summarize your main points and express any follow-up  
actions or intentions.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Rank]  
[Your Unit/Department]