

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Department/Unit Name]
[Branch of Service]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Full Name], Service Number [Your Service Number], am writing to formally request my discharge from [Branch of Service] effective [Requested Discharge Date].

I have served honorably since [Date of Enlistment] and have completed my obligations with diligence and integrity. My time in service has been rewarding, and I am grateful for the experiences I have gained and the relationships I have built.

Please find attached my records and any necessary documentation to facilitate this process. I appreciate your assistance in ensuring a smooth transition as I move on to the next chapter of my life.

Thank you for your attention to this matter. I look forward to your prompt response regarding my discharge.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Rank]

[Unit/Department]