

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: JKO Army Advisory

I hope this message finds you well. I am writing to provide an advisory regarding the Joint Knowledge Online (JKO) training platform and its relevance to our current operations.

[Briefly describe the purpose of the advisory and any pertinent details regarding specific training modules or requirements.]

It is essential that all personnel complete the required training by [insert deadline], as this will ensure operational readiness and compliance with Army standards.

Please ensure that this information is disseminated to all members of your team. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Rank]
[Your Unit]