

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Unit/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the processing and issuance of my JKO Army Certificate for the course titled "[Course Name]," which I successfully completed on [Completion Date].

My details are as follows:

- Full Name: [Your Full Name]
- Rank: [Your Rank]
- DODAAC: [Your DODAAC]
- Course Completion Date: [Date]
- Course Title: [Course Name]

I appreciate your assistance in this matter and look forward to receiving the certificate at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]