

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

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

Subject: Deployment Order Acknowledgment

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of my deployment orders dated [Date of Orders]. I understand that I am scheduled to be deployed to [Location] on [Deployment Date].

I have completed the necessary preparations and briefings as outlined in the Joint Knowledge Online (JKO) training modules. I am committed to fulfilling my duties and responsibilities during this deployment and ensuring the mission's success.

If there are any additional documents or requirements needed from my side, please do not hesitate to inform me.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Rank]  
[Your Unit]  
[Your Contact Information]