

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific leadership position] within [Unit/Organization Name] as advertised on JKO. With [number] years of experience in the Army and a proven track record of leadership and dedication to mission success, I am confident in my ability to contribute effectively to your team.

In my previous role as [your previous position], I successfully [briefly outline a significant responsibility or achievement that demonstrates your leadership skills]. This experience has equipped me with the necessary skills to lead teams in high-pressure environments while promoting a culture of collaboration and excellence.

I am particularly drawn to this position because [explain why you are interested in this specific leadership role and how it aligns with your career goals]. I believe that my skills in [mention relevant skills] will allow me to make a positive impact on [Unit/Organization Name].

Thank you for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to the continued success of [Unit/Organization Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting.

Sincerely,
[Your Name]
[Your Rank]