

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

Subject: Request for JKO Access

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to the Joint Knowledge Online (JKO) platform. As a [Your Rank/Position], I understand the importance of completing the required training and professional development courses available through JKO. My service number is [Your Service Number], and I am currently assigned to [Your Unit/Branch]. I believe that completing these courses will enhance my skills and contribute to my readiness and effectiveness in my duties.

Please let me know if there are any additional steps I need to take or any information you require to process my request.

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

Respectfully,

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