

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

Dear [Recipient's Name],

I am writing to express my interest in participating in the upcoming JKO Army training program. As a [your rank and position], I believe that this training will greatly enhance my skills and contribute to my personal and professional development within the Army.

I am particularly interested in [specific training topics or skills you wish to develop], as I believe they are crucial for [explain why these skills are important]. I am eager to learn from experienced instructors and apply this knowledge in my current role.

I appreciate your consideration of my application for this training opportunity. Please let me know if there are any prerequisites or additional information you require from my side.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Rank and Position]

[Your Unit Name]