

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

Subject: Request for Transfer via JKO

Dear [Recipient's Name],

I am writing to formally request a transfer to [desired unit/location] through the Joint Knowledge Online (JKO) platform. My current assignment at [current unit/location] has provided me with valuable experiences, and I am eager to continue my service in an environment that better aligns with my professional goals and personal circumstances.

[Optional: Briefly explain reasons for transfer, any relevant experience or training, and how it will benefit the Army or the new unit.]

I understand the challenges involved in the transfer process and am prepared to fulfill any requirements necessary to facilitate a smooth transition.

Thank you for considering my request. I look forward to your positive response.

Respectfully,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your DOD ID Number]