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3 DEPARTMENT OF THE ARMY
Battery A. 3dBattalion. 30th Field Artillery
United States Army Field Artillery School
Fort Sill. Oklahoma 73503-5600

1
2 July3. 1990

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2 SUBJECT: Letter of Introduction

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2 Lieutenant Colonel NAME
1st Battalion. 51st field Artillery
APO New York 09079-1111

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2 Dear Colonel Name:

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2 I just received orders assigning me to your battalion and
am writing to introduce myself.

(After Writing an introductory paragraph like the one
above. Write a paragraph about your civilian and military
education. Include your source and date of commission. Then
discuss any military experience you have to date. If needed,
use two or more paragraphs to do this.)

(Continue with a paragraph about your current status.
Indicate that you're currently attending the field Artillery
Officer Basic Course. Give your scheduled graduation date.
Indicate any follow-on courses you plan to attend. Discuss
your plans for leave en route and your expected date of
arrival at the unit. Again, If needed. use two of more
paragraphs.)

(Write a paragraph about your preferences for a duty
position. If you have none. Say so. State your intent to
work hard in what ever position you get.)

(Write a paragraph about your marital status. If married,
give the name of your spouse and children. If you have no
children, mention that. Indicate any special personal
considerations you think the commander needs to know about.
Mention your need for a sponsor, Information, Assistance,
and the like. If necessary, make this two or more paragraphs.)

(In the next-to-last paragraph, give your mailing address
and telephone number. See the sample on the next page.)

(In your last paragraph, conclude with an enthusiastic
statement that says you're looking forward to joining the
unit. See the sample on the next page.)

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(If you have any Enclosures, write the term "Enclosures"
two lines below the signature block. Number each enclosure in
pencil in the bottom right corner of the page. Example: Enclosure 1)

Should you have to contact me. I can be reached at the
following address and phone number until October 24:

2LT Name
Apt C-1 921 Kingswood Avenue
Lawton, OK 73507
Telephone: (405) 555-5555

I am looking forward to becoming a member of the
"Battering Rams."

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Sincerely,

Name
Second Lieutenant. U.S. Army

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Enclosures