

21 Apr 99

From: Title of activity head, name of activity, and location
To: Title of activity head, name of activity, and location
Via: (1) Title of activity head, name of activity, and location
(2) Same as via (1) above in applicable.

Subj: CAPITALIZE SUBJECT LINE. TELL WHAT THE LETTER IS ABOUT IN 10 WORDS OR LESS

Ref: (a) Earlier communication that bears directly on this one

Encl: (1) Material enclosed with this letter
(2) More material enclosed with this letter

1. This is the first paragraph. All paragraphs are numbered.
2. This is the second paragraph. Double space between paragraphs.

Name of signer

Sample Letter Requesting Training

21 Apr 99

From: LT Tappy Tushues, MC, USNR, 123-45-6789/2100, Naval Medical Center, San Diego, CA 92134-5000
To: Chief, Bureau of Medicine and Surgery, 2300 E Street, NW, Washington, DC 20372-5120
Via: (1) Head, Internal Medicine Department
(2) Director for Medical Services
(3) Commanding Officer, Naval Medical Center, San Diego

Subj: REQUEST FOR TRAINING

Ref: (a) BUMEDINST 1520

Encl: (1) Copy of Security Clearance

1. Per reference (a), I request to be sent to the Strategic Medical Readiness and Contingency Course (SMRCC). Enclosure (1) is a copy of my security clearance marked "SECRET."
2. I am requesting this course because I am in receipt of orders to an operational billet with the Fleet Marine Force.
3. My telephone number is DSN 555-1205 or commercial (101) 120-1205.

I. M. Underway