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

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

2LT Christopher C. Jones Jr.
Apt C-1 921 Kingswood Avenue
Lawton, OK 73507
Telephone: (405) 533-5555

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

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Sincerely.

Christopher C. Jones Jr.
Second Lieutenant, U.S. Army

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Enclosures