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DEPARTMENT OF THE ARMY

SUBJECT: Letter of Introduction

Lieutenant Colonel James B. Jensen 1st Battalion. 51st Field Artillery

Battery A. 3d Battalion, 30th Field Artillery United States Army Field Artillery School Fort Sill, Oklahoma 73503-5600

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July 3, 1990

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Dear Colonel Jensen:

APO New York 09079-1111

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 or more paragraphs.)

(Write a paragraph about your preferences for a duty If you have none, say so. State your intent to work hard in whatever 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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> 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:

two lines below the signature block. Number each enclosure

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

(If you have any enclosures, write the term "Enclosures"

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

Sincerely.

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

Figure 7-5. Guidelines for a Personal Letter of Introduction (Continued)