Date

MEMORANDUM FOR THE MILITARY ASSISTANT TO THE PRESIDENT

THRU: EXECUTIVE SECRETARY TO THE SECRETARY OF DEFENSE

SUBJECT: Presidential Letter of Appreciation for Military/Civilian Retiree

Respectfully request a Presidential Letter of Appreciation for retirement from DoD federal civilian service for the following individual:

**Full Name**: [Insert individual’s first name, middle initial, and last name]

**Rank/Grade**: [Insert individual’s military rank] or [Insert individual’s civilian pay grade]

**Branch of Service/DoD Organization**: [Insert individual’s military branch of Service] or [Insert individual’s DoD organization (e.g., Defense Contract Management Agency; Defense Threat Reduction Agency; Office of the Secretary of Defense)]

**Years of Service**: [Military: enter individual’s total years of military service; must be 30 years or more. Only use whole numbers and do NOT round up (e.g. 30 years and 8 months of service would be entered as 30)] or [Civilian: enter individual’s total years of federal service; must be 30 years or more; prior military service will be added together with civilian service and the combined total years of federal service will be entered; only use whole numbers and do NOT round up (e.g. 30 years and 8 months of service would be entered as 30)]

**Retirement Date**: [Insert individual’s official retirement date – Month dd, yyyy – e.g., June 1, 2023]

**Ceremony Date**: [Insert individual’s ceremony date – Month dd, yyyy – e.g., May 1, 2023]

**Home Address:** [Insert individual’s home address]

**Unit Address:** [Insert individuals unit/work address]

**Mail letter to:** [Provide Mailing address + full 9-digit ZIP Code (e.g., 48267-9889); verify address and full zip code by going to: www.usps.com]

**Retiree Medal of Honor Recipient**: [Insert “YES” or “NO”]

**Retiree former Prisoner of War**: [Insert “YES” or “NO”]

**Notes:** [e.g., Request unfolded version for presentation; identify unique spellings of names, spacing, etc.]

**Point of Contact:**  [Insert POC’s name, phone number, and e-mail address]

 **Signature of requester**

 **Printed name, title and office**