MEMORANDUM FOR EXECUTIVE SECRETARY, DEPARTMENT OF DEFENSE

SUBJECT: Request for Secretary of Defense Retirement Letter for ***(Name of Person)***

The following information is provided:

Name:

Grade:

Duty Title:

Years of Service: Must be at least 25 years of service

*(****list years of service and show if combined military/civilian)***

 Military service: (e.g., United States Army – 23 years)

 Federal Service: (e.g., 15 years)

Home address:

Organization:

Disposition Instructions: Please forward letter to (***where you would like letter sent if not the home address) (folded or unfolded for presentation)***

Date Requested: ***(date you would like to receive letter)***

Date of Ceremony: ***(date)***

If you have any questions, please contact ***(Point of Contact phone number and email address)***

Signature Block

of Commander or Supervisor

(GS-15 or above)

Attachment(s):

Biography (required)

Additional Info (information for more personal letter)