



OFFICE SYMBOL

INTERSTATE TRANSFER  
(OUTGOINT REQUEST)  
Sample Request For Interstate Transfer Memorandum  
LETTERHEAD



DATE

MEMORANDUM THRU

Battalion Cdr, Unit Address

MSC/Sep Unit (COL/O-6 level) Commander, Organization Address

FOR The Adjutant General, Georgia Army National Guard, (NGGA-PEO), 1000 Halsey Ave, Marietta, GA 30060

SUBJECT: Request for Interstate Transfer.

1. I, *{Rank Name, SSN}*, request to transfer from the Georgia Army National Guard and Reserve of the Army to the *{State}* Army National Guard effective *{date}*. *{Reason for the request}*.

2. My forwarding address and telephone number for future correspondence is:

*Rank & Name*  
*Address*  
*City, State Zip Code*  
*Telephone number*

SIGNATURE BLOCK