



**DEPARTMENTS OF THE ARMY AND AIR FORCE**

**ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, ZIP + 4 CODE**

**\*DA MILITARY RETIREE SAMPLE FORMAT\***

(Please do not modify format, lead lines, spacing, alignment, etc)

(Use 12-point font. Do not use all caps or bold text. Individual requests may not exceed a single page.)

OFFICE SYMBOL

DD Month YYYY

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army  
Executive Secretary, Office of the Secretary of Defense

FOR Deputy Assistant to the President and Director, White House Military Office

SUBJECT: Request Presidential Letter of Appreciation for Military Retiree

Name: Last (with Suffix if any), First and Middle Initial (Example: Smith, Jr., John D.)

Rank: Spell out the military rank (Example: Staff Sergeant, Colonel, etc.)(Do not abbreviate)

Service: Army National Guard

Years of Service: XX years (Only provide the total number of completed years of service. Must have 30 or more years of creditable service or combined Military and Federal civilian service)

Retirement Date: DD Month YYYY (Example: 25 August 2016)

Ceremony Date: DD Month YYYY (Example: 10 August 2016)

Home Address: Mailing address with 9-digit ZIP code regardless of disposition (no abbreviations)

Unit Address: Name of Unit, complete mailing address with 9-digit ZIP code (no abbreviations) Must verify on [www.usps.com](http://www.usps.com)

Disposition Instructions: Advice whether to mail letter to home or unit address.

Point of contact for this action is Name, Phone Number, Email Address (do not hyperlink)

Retiree: Medal of Honor Recipient – Yes/No

Former Prisoner of War – Yes/No

(Wet Signature, not CAC)



Appropriate Signature Block

RSO/TC/MPD/RSC/MSC/CDR/DIR/Chief

**Do not type “Encls”**

**\*SAMPLE FORMAT\***

Submit not earlier than 90 days in advance of the retirement date or retirement ceremony (whichever comes first). Requests may be processed up to 60 days after retirement. ARNG Retirees provide NGB Form 23B, and retirement orders