



DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS, LAND COMPONENT  
1000 HALSEY AVENUE SE, BLDG 447  
MARIETTA GA 30060-4277

1 October 2022

SUBJECT: Requesting an Interstate Transfer

SFC Bob Smith  
Unit Address  
City, State Zip Code

Dear SFC Smith,

I, (Rank) (Full Name) (Last 4), would like to request a transfer to the (State) National Guard effective (Projected IST Date). I will be moving to (New Address). I would like to transfer because (provide details on why you would like to transfer)

If you have any questions, please contact me at (email@email.com) or (888) 888-8888.

Sincerely,

John F. Doe  
Rank  
Georgia Army National Guard