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Month D, YEAR

Rear Admiral Johan S. Bach Jr., SC, USN

Commander, Navy Supply Systems Command Weapons System Support

700 Robbins Avenue  
Bldg 1, Code P003  
Philadelphia, PA 19111-5098

Dear Rear Admiral,

Greetings sir! I would like to introduce myself... I earned my commission through USNA/OCS… and served aboard USS … as the ASUPPO… I further served as an intern at… and earned my subspecialty…

**(One page, example topics below, 3 paragraphs total, ink sign, mail it!)**

My education comprises of a Bachelor of Science/Arts degree in … from…

My home of record is … where I enjoy outdoor hobbies like…

I have been married for … years and have … children.

I plan to arrive on the date of … after performing temporary duty at…. I look forward to becoming part of the WSS team!

Very Respectfully,

Winnie B. Davis

Lieutenant Commander, SC, USN