Mmmmm d, 20YY

Prefix *[(ex, Mr.)/or* Rank*]* First Lastname *(If used, rank is not abbreviated.)*

Position Title *(if applicable)*

Organization *(if applicable)*

Address1

Postal Code City

COUNTRY *(Not used if recipient’s address is in Germany.)*

Dear *Prefix Lastname*:

xxx

xxx

xxx

xxx

xxx

Sincerely,

First MI. Lastname

Rank, U.S. Army *[Delete this line if not military]*

Duty Position Title