Mmmmm d, 20YY

NAME

Title (if applicable)

Organization (if applicable)

Address1

APO AE [or City, State] ZIP Code

Dear NAME:

 xxx

 xxx

 xxx

 xxx

 xxx

 Sincerely,

 Jeremiah E. Inman

 Command Sergeant Major, U.S. Army

 Command Sergeant Major,

 United States Army Europe and Africa