Captain <NAME>

<Address>

Columbus, GA 31901

<Cell Phone>

<email>

Colonel <BDE Commander>

Commander 1st Brigade, 101st Airborne Division

Fort Campbell, Kentucky

Sir,

I am in the final phase of the Maneuver Captain’s Career Course at Fort Benning with orders for follow-on assignment to your Brigade. I am familiar with the constraints and limitations of force caps, but if there is a need for a Career Course Captain to deploy in any role, I am prepared to support the mission immediately.

My current timeline graduates MCCC November 7th with a NLT report date of December 15th to Fort Campbell. I have been advised that a request from my gaining unit for early release would allow me to graduate October 30th, clear installation, and arrive at Fort Campbell on the November 5th.

My last assignments were with the XVIII Airborne Corps LRS Company and the 82nd Airborne Division. While assigned to Fort Bragg, I served as a Platoon Leader, Executive Officer, Battalion S-4, and Rear Detachment Commander. I deployed twice, participated in one JRTC Rotation, and spent two years as part of the Division Ready Brigade of the Global Response Force. Additional training not reflected on my ORB includes: Command Post of the Future Operator, XVIII Airborne Corps Pre-Command Course and Logistics Information Warehouse Train the Trainer.

I am honored to be assigned to the 327th Infantry Regiment (AASLT) “Bastogne,” and to the prestigious 101st Airborne Division (AASLT). I stand ready for assignment within the Brigade in whatever position best supports the organization. I am single and my last assignment as part of the Global Response Force has allowed me over three years of dwell time.

I am enclosing a copy of my ORB and last OER for your reference.

Thank you for your time.

Very Respectfully,

<Name>

Captain, Infantry