Captain <NAME>

<Address>

Columbus, GA 31901

<cell phone>

<email>

Command Group

2-11th Infantry Battalion, 199th Infantry Brigade

Maneuver Center of Excellence

Fort Benning, GA

Gentlemen,

I am in the final phase of clearing Fort Campbell with orders for assignment to the 199th Infantry Brigade no later than January 29th. The Infantry has invested a lot into my development over the past eight years, and I am excited for an assignment that grants me the opportunity to pass those lessons forward to junior Leaders.

My spouse and household goods are already settled in Georgia. I final clear Fort Campbell on Friday, January 15th and will initiate in-processing at Fort Benning on Monday, January 18th. I intend to have all administrative actions complete to start performing duties in earnest before the end of January.

My previous assignments and experience include Company Command, Brigade Assistant Plans Officer, Battalion Rear Detachment Commander, Battalion S4, Company XO, Platoon Leader, and LRS Detachment Leader. I deployed four times, participated in two JRTC Rotations, and spent two years on Global Response Force status. Additional training and experience not reflected on my ORB include: Command Post of the Future Operator Training, XVIII Airborne Corps Pre-Command Course, Logistics Information Warehouse Train the Trainer, and Digital Training Management System Training.

I am honored to be assigned to the 199th Infantry Brigade and to play a role in preparing the next generation of tactical Leaders to accept the yoke of leadership. For preparation, I have started to read or re-read the titles from the Infantry Basic Officer Leader Course reading list. I am prepared and enthusiastic to serve in the position that best supports the organization’s mission. Please let me know if there is anything I should do in these final few weeks to prepare for this assignment.

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

Very Respectfully,

<Name>

Captain, Infantry