

Reporting Letter

1. Full Name Of A Person
2. Adverb
3. Determiner
4. Noun - Plural
5. Noun
6. Full Name Of A Person
7. Noun
8. First Name Of A Person
9. Location
10. Adverb
11. Number
12. Noun
13. Location
14. Year
15. Noun
16. Location
17. Noun
18. Noun
19. Location
20. Location
21. First Name Of A Person
22. Verb - Base Form
23. Location

24. Verb - Base Form
25. Location
26. Location
27. Verb - Present Ends In Ing
28. Verb - Present Ends In Ing
29. City
30. First Name Of A Person
31. Location
32. Year
33. Full Name Of A Person
34. Full Name Of A Person
35. Adjective
36. Location
37. Famous Person
38. First Name Of A Person
39. Location
40. Noun
41. Noun
42. Adjective
43. Adverb

Reporting Letter

Dear Commander _____, Full Name of a Person

I am _____ proud to have _____ to the USS DUARTE to relieve your Adverb Determiner Noun - Plural

Assistant _____ Officer LTjg _____. My _____, Ms. _____ Noun Full Name of a Person Noun First Name of a

_____, will be moving with me to _____, and I plan to report aboard the DUARTE on 19 April. Person Location

Currently, I am _____ the _____ week BQC _____, RI, graduating Adverb Number Noun Location

19 March _____, and will attend _____ school in VA prior to reporting aboard. Although I have Year Noun

no prior military experience, the training I received at NSCS and OCS in _____, RI has prepared me Location

well for my duties as _____. Prior to commissioning, I earned my Bachelor of Science in _____ Noun Noun

from the University of _____, and studied abroad in _____ where I learned conversational Location Location

Mandarin.

_____ and I are eager to _____ to _____ and _____ First Name of a Person Verb - Base Form Location Verb - Base

_____ so close to _____ and the _____ Bay - we love _____, Form Location Location Verb - Present ends in ING

_____, and seafood and hear they are in abundance. We are getting married in my Verb - Present ends in ING

hometown, _____ next month. _____ has been hired as a civilian at the city First Name of a Person

_____, and will begin working there in _____. Location Year

LT _____ and LTjg _____ have provided us an excellent _____ package to familiarize ourselves with the _____ area, and have made recommendations for housing. _____ and I have discussed my school dates and report date, and he has approved my turnover _____ schedule. I will remain in contact with _____ and _____ as I transition to _____, and may be reached any time prior to reporting via my cell phone or _____.

I sincerely look forward to working for you and serving aboard the DUARTE, and will arrive ready to take over _____ the _____ responsibilities. With hard work and a solid _____, I intend to qualify quickly and contribute to the _____ wardroom and reputation of the DUARTE.

Very _____,

William B. Ellis ENS USN