

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 _____ Adverb _____ proud to have _____ Determiner _____ Noun - Plural _____ to the USS DUARTE to relieve your Assistant _____ Noun _____ Officer LTjg _____ Full Name of a Person _____. My _____ Noun _____, Ms. _____ First Name of a Person _____, will be moving with me to _____ Location _____, and I plan to report aboard the DUARTE on 19 April.

Currently, I am _____ Adverb _____ the _____ Number _____ week BQC _____ Noun _____ Location _____, RI, graduating 19 March _____ Year _____, and will attend _____ Noun _____ school in VA prior to reporting aboard. Although I have no prior military experience, the training I received at NSCS and OCS in _____ Location _____, RI has prepared me well for my duties as _____ Noun _____. Prior to commissioning, I earned my Bachelor of Science in _____ Noun _____ from the University of _____ Location _____, and studied abroad in _____ Location _____ where I learned conversational Mandarin.

First Name of a Person _____ and I are eager to _____ Verb - Base Form _____ to _____ Location _____ and _____ Verb - Base Form _____ so close to _____ Location _____ and the _____ Location _____ Bay - we love _____ Verb - Present ends in ING _____, _____ Verb - Present ends in ING _____, and seafood and hear they are in abundance. We are getting married in my hometown, _____ city _____ next month. _____ First Name of a Person _____ has been hired as a civilian at the _____ Location _____, and will begin working there in _____ Year _____.

LT _____ Full Name of a Person and LTjg _____ Full Name of a Person have provided us an excellent _____ Adjective

package to familiarize ourselves with the _____ Location area, and have made recommendations for housing.

_____ Famous Person and I have discussed my school dates and report date, and he has approved my turnover

schedule. I will remain in contact with Repeat Last Famous Person and _____ First Name of a Person as I transition to

_____ Location, and may be reached any time prior to reporting via my cell phone or _____ Noun.

I sincerely look forward to working for you and serving aboard the DUARTE, and will arrive ready to take over

the Repeat Last First Name of a Person responsibilities. With hard work and a solid _____ Noun, I intend to qualify

quickly and contribute to the _____ Adjective wardroom and reputation of the DUARTE.

Very _____ Adverb,

William B. Ellis ENS USN