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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

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