

# 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
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38. First Name Of A Person
39. Location
40. Noun
41. Noun
42. Adjective
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# 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