

Less formal, personalized style

Subject: Request for Command Sponsorship

Dear [Recipient Name],

I am seeking command sponsorship for my dependent [Dependent Name] to accompany me to [Duty Station]. We are excited about this relocation and I want to ensure all processes are completed efficiently.

Please advise on any further steps or documentation required. Your support is greatly appreciated.

Best regards,

[Your Name]

[Rank/Position]

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