

# 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 \_\_\_\_\_ Repeat Last Famous Person 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 \_\_\_\_\_ Repeat Last First Name of a Person 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