

Congratulations Upon Completing Basic Training Letter

This package contains:

1. Instructions & Checklist for Congratulations Upon Completing Basic Training Letter
2. Congratulations Upon Completing Basic Training Letter

Instructions & Checklist for Congratulations Upon Completing Basic Training Letter

- This package contains (1) Instructions & Checklist for Congratulations Upon Completing Basic Training Letter; and (2) Congratulations Upon Completing Basic Training Letter;
- This form is designed to assist you in drafting a letter for when you want to congratulate someone for completing their military basic training.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Congratulations on completing basic training!

This is certainly a momentous occasion worthy of celebration. Only the few truly dedicated individuals are able to complete basic training and serve their country in the military. Your commitment to protecting our nation and our freedoms is to be commended, and you are an inspiration to us all.

Again, congratulations on this great accomplishment. Best wishes as you begin your military service!

Sincerely,

[Your Name]