[Your Full Name]
[Your Rank/Rate]
[Your Unit/Command]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Organization Name]
[Address Line 1]
[Address Line 2]

SUBJECT: Submission of Military Orders - [Your Full Name]

To Whom It May Concern,

Please find the attached copy of my official military orders regarding my upcoming [deployment / permanent change of station / training / activation].

The details of my service period are as follows:

- **Order Number:** [Insert Number]
- **Report Date:** [Insert Date]
- **Estimated End Date:** [Insert Date]

I am submitting these documents to facilitate the necessary administrative updates regarding my [housing / employment / academic status / billing]. Please update your records accordingly to ensure compliance with the Servicemembers Civil Relief Act (SCRA) or applicable organizational policies.

If you require any additional documentation or have questions regarding these orders, please contact me directly at the phone number or email address listed above.

Respectfully,

[Signature]
[Your Printed Name]