

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Army Review Boards Agency / Board for Correction of Naval Records / Air Force Board for
Correction of Military Records
[Applicable Board Address]
[City, State, Zip Code]

RE: Letter of Representation for [Veteran's Full Name]
SSN: [Veteran's SSN] / Service Number: [Service Number]
Subject: Application for Discharge Upgrade

To the Honorable Members of the Board:

Please be advised that this office represents [Veteran's Full Name] regarding their application for a discharge upgrade and/or correction of military records. Attached to this letter, please find the signed [Form DD-293 or DD-149] and the executed Power of Attorney (VA Form 21-22 or specific legal authorization).

We are submitting this request to upgrade the Veteran's current discharge status from [Current Discharge Status] to [Requested Discharge Status]. This application is based on the following grounds:

- [Insert Ground 1: e.g., Liberal Consideration under the Kurta/Hagel Memo regarding PTSD/TBI]
- [Insert Ground 2: e.g., Injustice or Inequity in the original discharge proceedings]
- [Insert Ground 3: e.g., Evidence of exemplary post-service conduct]

We request that all future correspondence, notices, and the final decision regarding this matter be directed to our office at the address listed above. We further request a personal hearing before the Board [if applicable/desired].

Accompanying this letter is a formal brief and supporting documentation, including [list key exhibits: medical records, character references, etc.].

Thank you for your time and consideration of this matter.

Sincerely,

[Signature]

[Printed Name]
[Title/Bar Number]