

Your Unit Letterhead

Office Symbol

Date

MEMORANDUM THRU Commander, US Army Garrison, Personal Property and Travel Services, 1520 Freedman Drive, Suite 400 (ASCE-LDE), Fort Detrick, MD 21702-5016

FOR Logistics Services Washington, DoD Passport and Visa Office, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-1185.

SUBJECT: Request Letter for Processing of Official Visa

1. Request processing of visa for Traveler's Name/Grade/ SSN to enable him/ her to carry out the mission of Organization/Unit. Traveler's Name is a Job/Position Title assigned to the Office, Branch or Division, Organization/Unit.

2. Traveler's Name will be traveling to Country/Countries from Date of Departure to Date of Return to Purpose. **(SHOW PURPOSE/JUSTIFICATION/LENGTH OF STAY)**

3. For further information or clarification, please contact Point of Contact at commercial (301) 619-_____ or DSN: 343-_____.

SIGNATURE OF COMMANDER OR
TRAVEL APPROVING OFFICIAL