a

From: Commanding Officer (name & command)

To: Whom it May Concern

Subj: Statement of Service / Letter of Good Standing

1. This letter certifies that (rank & name) assigned to (command) home ported in (city & state) with a projected rotation date of (date) was in good standing with the United States Navy. The information below has been verified to be true and correct.

.

 a. Name:

 b: SSN:

 c: Date of Birth:

 d. Pay Grade:

 e. Reserve Duty Service Date:

 f. Active-Duty Service Date:

 g. End of Obligated Service (EOS):

2. Point of Contact concerning this letter is as follows:

Name & Rate

Duty Number

E-mail

//s//