

Formal sponsorship for a family member

Subject: Command Sponsorship Request for Dependent

Dear [Recipient Name],

I am writing to formally request command sponsorship for my dependent, [Dependent Name], who will be accompanying me to [Duty Station]. All necessary documentation, including proof of relationship and financial responsibility, is attached.

I kindly request your approval to facilitate their relocation and integration. Your assistance and consideration are greatly appreciated.

Sincerely,

[Your Name]

[Rank/Position]

[Unit/Department]

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