

Military Assignment Transfer Acceptance

Subject: Acknowledgment and Acceptance of Transfer Orders

Sir/Ma'am,

I acknowledge receipt and formally accept the transfer orders to [Base/Unit Name], [Location]. I understand my new assignment details and am prepared for the transition.

Transfer Details Acknowledged:

- Reporting Date: [Date]
- New Unit: [Unit Designation]
- Position: [Rank/Position]
- PCS Move Authorization: [Authorization Number]

I will complete all out-processing requirements at my current duty station and ensure all personal and family preparations are completed before the reporting date. I understand the importance of this assignment and am honored to serve in this capacity.

I request confirmation of quarters availability and any specific reporting instructions for my arrival.

Respectfully submitted,

[Rank, Name]

[Service Number]

[Current Unit]

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