



DEPARTMENT OF THE ARMY
(YOUR UNIT ADDRESS STREET)
(YOUR UNIT ADDRESS POST/ZIPCODE)

XXXX-XX

DD/MM/YYYY

MEMORANDUM FOR Commander, HQ, USAREC, ATTN: RCRO-HS-AN-(AECF),
Room 2002, 1307 3rd Avenue, FT Knox, KY 40121-2726

Subject: Letter of Purpose and Intent

1. Include your rank, name and DoD ID number in your subject line.
2. The first (and if needed second) paragraph should request selection into the AMEDD Enlisted Commissioning Program (AECF) with a brief statement expressing why the applicant should be considered and an explanation of why the applicant wants to be an Army Nurse.
3. In subsequent paragraphs, the applicant picks three of the "ARMY Values" that are important to the applicant, explain why they are important, and how the applicant excels at/with/through them.
4. The closing paragraph may include any other pertinent information that the board should know.

NAME
Rank/USA
Title