

Military Legal Assistance Request

Date: [Insert Date]

To: [Recipient Name]

Military Legal Assistance Office

[Military Installation Name]

[Installation Address]

Subject: Request for Legal Assistance

Dear [Recipient Name],

I am writing to formally request legal assistance regarding [briefly describe the issue or legal matter]. As a [rank and branch of service], I am in need of guidance and support to navigate this situation.

Details of the matter are as follows:

[Provide a detailed description of the issue, including any relevant dates, parties involved, and specific questions you have.]

I understand that the Military Legal Assistance Office provides services to active duty personnel, and I would greatly appreciate your help in this matter. Please let me know if I need to provide any additional information or documents for your review.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Rank, Branch of Service]

[Your Contact Information]

[Your Address]