

Notification of Military Disciplinary Action Assistance

Date: [Insert Date]

To: [Service Member's Name]

From: [Your Name/Your Title]

Subject: Notification of Assistance Regarding Disciplinary Action

Dear [Service Member's Name],

This letter serves to formally notify you of the upcoming disciplinary action process that you are required to attend. The purpose of this notification is to provide you with assistance and guidance regarding the proceedings.

You are entitled to legal representation and support throughout this process. Should you require assistance in selecting a representative or have any questions about the process, please do not hesitate to reach out to my office.

Details of the disciplinary action are as follows:

- Date of Hearing: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

It is imperative that you prepare thoroughly for this hearing. Should you need further assistance in understanding your rights or responsibilities, please contact me directly at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]