Rank and Full Name

 Street Address

 City, State Zip Code

 Date

Landlord’s Name

Street Address

City, State Zip Code

RE: Rank and Full Name’s Lease Agreement at Street Address, City, State Zip Code

Dear Landlord’s Name,

 I am [Servicemember’s name] Commander. This letter is to notify you that Servicemembers’ name is being reassigned to Fort Cavazos, and the Servicemember will need to break their lease, effective on 1 November 2024 at 200 Main St., Monterey, California.

 Due to constraints outside the control of Servicemember’s name, there are no official orders available at this time to present with this correspondence. Instead, this Commanders Letter is being used in lieu of orders. Per the Servicemember Civil Relief Act, 50 U.S.C § 3955(i)(1), this letter serves as notification and verification of the Servicemember’s future duty assignment and is provided in lieu of orders.

 Servicemember’s name understands that the lease termination of 200 Main St., Monterey, California is effective 1 November 2024 and agrees to have the premises completely and properly cleaned and vacated prior to departure.

 The point of contact for this memorandum is CPT John Smith, Charlie Company, at xxxx.xxxx.mil@army.mil or by phone at (831) 242 1111

 John Smith

 Rank/ Title

 Contact information