

SAMPLE LETTER
ALCOHOL TREATMENT COMPLETION LETTER

5350
Ser
Date

From: Commanding Officer, _____

To: _____
(Rank/Rate, First MI Last Name, USN/USNR)

Subj: ALCOHOL TREATMENT COMPLETION STATEMENT

Encl: (1) Aftercare Treatment Plan

1. You have completed treatment for alcohol misuse.
2. You are directed to participate in the command approved aftercare plan provided in enclosure (1). Your commitment to this plan is vital to your long-term recovery.

(Commanding Officer)

Copy to:
Command DAPA
Command Security Manager
Field Service Record (w/o encl)