

SAMPLE SPOUSE WELCOME ABOARD LETTER FROM COMMANDING OFFICER

Date

Dear

I am pleased to welcome you to our command family. The command is located in _____.
Your spouse will be assigned to _____ Department in the _____
(Branch/Division).

We understand that PCS is not just challenging to the service member but their family as well, so we want you to know that we are here to provide assistance as required. Our command's Web site can be accessed at _____. The Command Ombudsman may be reached at () for assistance, and my Command Master Chief _____ is available at ().

Again, welcome aboard! I am very pleased that you and your Sailor are joining our team and look forward to meeting you.

Sincerely,