

SAMPLE SOS

Company Letterhead

MEMORANDUM FOR WHOM IT MAY CONCERN:

SUBJECT: Statement of Service

1. The following information is provided on a member of this unit:
 - a. FULL NAME:
 - b. DATE OF BIRTH:
 - c. SOCIAL SECURITY NUMBER:
 - d. SERVICE NUMBER:
 - e. BRANCH OF SERVICE
 - f. DATE ENTERED SERVICE
 - g. PRESENT EXPIRATION TERM OF SERVICE (ETS):
 - h. TYPE OF SERVICE:
 - i. TIME LOST:
 - j. PREVIOUS SERVICE DATES:
 - k. PERVIOUS SERVICE NUMBER:

2. Point of contact for any further information is the undersigned at:
(Must be your commanding officer)