



UNITED STATES NAVAL SEA CADET CORPS  
COMMANDING OFFICER  
VADM JAMES H. FLATLEY JR. DIVISION  
2949 RAMADA WAY  
GREEN BAY, WISCONSIN 54304

08 May 2010

FROM: Commanding Officer, U.S. Naval Sea Cadet Corps,  
Region 091 VADM James H. Flatley Jr. Division

TO: All Hands

SUBJ: Sample Email Format

All Hands,

As a Sea Cadet, you will be expected to project a professional image as a sailor. When sending email, use a logical format, keep to the point, and always check spelling. Make the effort to properly acknowledge the recipients rate/rank. Here is an example that you can use for addressing an officer or other adult leader (Simply change up the salutation for fellow cadets, etc):

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(Salutation) Good morning SIR (MAAM);  
(Introduce yourself) I am SWC (SCW) Doe, John. (Explain where you come from) My unit is PHCB1, NOCS Green Bay. (Explain Situation) We have a sailor SW1 Smith retiring on 20 March, 2010 at 1400. The ceremony will be held at the NOCS (Green Bay). (State your request) The reason I am e-mailing you is to request the services of the cadets to present the color's for SW1's retirement. (Provide contact info) My contact information is: cell: 715-252-1478 or abcdef@charter.net. Thank you for your time SIR.

Very Respectfully (v/r)

SWC (SCW) Doe, John  
United States Navy "Seabees"

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LTJG Stephen Mann  
Commanding Officer