

FORMAL LETTER – SLP 3

SITUATION

As the Commanding Officer (rank of Colonel) of the Logistics Section at your installation, you have just learned that an officer under your command will soon be reassigned to work at another installation. The officer has been working for you on a project to develop official guidance on stockpiling weaponry, and you would like him to stay with the project until it is completed. He has submitted a letter to you requesting an extension of his current tour of duty in your unit so that he can finish writing the guidance.

*SOURCE: STANAG 6001 TEST ITEMS Level 1-3,
1999 BILC Conference, The Netherlands.*

TASK

Prepare a formal letter to your HQ in which you support and justify an officer's request for an extension of duty.

Activity 1: Read the statements below and include some of them into your letter. For more see the document on **TRANSITIONAL WORDS** and **USEFUL PHRASES**.

How to start a letter?

- In accordance with your letter of _____, I would like to confirm that _____
- On the recommendation of my commander _____ I would like to confirm that _____
- In accordance with your instructions, we have prepared the first meeting on 5 June 2004.
- I am now in a position to inform you that _____
- Thank you for your letter of 6th May in which you express interest in our military base.
- It was a pleasure to hear from you that you were interested in our military base.
- I am sorry not to be able to accept your invitation so as I am responsible for organising a conference which will be held on _____.
- It gives me great pleasure to be able to express my complete satisfaction with your suggestion concerning _____
- I am honoured to invite you to participate in our forthcoming conference on _____ to be held _____.

How to close a letter?

- I hope you will find my offer to visit our unit attractive and I look forward to hearing from you.
- I sincerely hope that this will be a successful co-operation, useful for both units.
- I will be grateful if you let me know _____
- I hope to receive an answer from you soon.
- I hope to have your reply as soon as possible.
- I thank you in advance (for your trouble) and await your reply.
- Any information that you give me will be treated in the strictest confidence.
- If you require further information, please write direct to me.

Activity 2: Read the statements on expressing request, refusing a request and agreeing to a request and include some of them into your letter.

Request:

- ✓ Would you please _____
- ✓ Would it be possible for you to arrange _____
- ✓ Would you mind letting me know _____
- ✓ I would be grateful if you _____
- ✓ It would be very helpful / very useful if _____
- ✓ I would appreciate it if you could _____
- ✓ I apologize for troubling you with such a request.
- ✓ I hope this will not take up too much of your time.
- ✓ I am hoping that _____

Refusing a request:

- ✓ I am afraid I must refuse _____
- ✓ I cannot possibly comply with this request.
- ✓ It would not be possible for me to do this.

Agreeing to a request:

- ✓ I will do as you suggest and send him the documents.
- ✓ There is no problem about your request.
- ✓ We should be delighted to cooperate with you in this enterprise.

SAMPLE 1

*HQ of the 2nd Rapid Brigade
Col Peter Jaros - Logistic Section
Bechyne 24819*

9th May 2004

Dear Colonel,

According to unofficial news from my colleagues from the Logistic Section of the Czech Ministry of Defence, the new project called "Logarm 2004" is ready to launch.

Some officers from our unit will be involved in the introductory phase of this project. In spite of the fact that our battalion suffers from a lack of qualified personnel, my deputy officer Maj Prochazka is registered on the list and will be reassigned to work at another installation.

Maj Prochazka is one of my best men and he has been working for me on a project to develop an official guidance manual on stockpiling weaponry.

Brigade General Porizek ordered this project to begin 6 months ago. The project is not yet finished and if Maj Prochazka is reassigned, the project will most likely not be completed on time. Maj Prochazka sent me a personal letter requesting an extension of his current tour of duty and expressing his desire to complete our project. His request is attached to this cover letter.

I support Maj Prochazka's request for an extension of duty. This officer is vitally important for the successful completion of our project and any change could affect the following projects and threaten our annual plan of activities.

I am ready to release Maj Prochazka in September 2004 when the guidance manual will be completed. I hope that you understand my situation and the reasons for my request.

Thank you in advance.

*Respectfully yours,
Major Jan Novak*

SAMPLE 2

*The Commanding Officer
Air Force
Stara Boleslav*

9th May 2004

Ref: Request for an extension of duty

Dear Sir:

I am writing to request an extension of duty for Major Jan Šmid who is to be reassigned to work at the 3rd Battalion, Plzen. This officer has been working on developing the official guidance manual on stockpiling weaponry for two months. He is the only person who has the necessary background knowledge and experience and honestly, at present, I do not have another specialist for this job.

Furthermore, Major Šmid is the expert in this field because he has gathered the necessary information and assembled an efficient team to develop the material into a comprehensive manual. Major Šmid is the head of the team and produces excellent results.

Moreover, Major Šmid applied for an extension of duty, understanding the importance of this project.

Presumably, if he is reassigned before he is able to complete this work, it could cause many problems. First, the completion and authorization of "The Official Guidance on Stockpiling Weaponry Manual" will be delayed. This manual is vitally important for the troops. Secondly, finding another suitable specialist would require much time that could otherwise be spent on finishing this project. Lastly, the MoD has expressed interest in the guidance manual stressing the importance of the information for the troops.

*I am convinced that Major Šmid is vital to the completion of this project.
Thank you for your consideration of this matter.*

Yours sincerely,

*Jan Novak
Colonel for the Logistics Section*

Activity 3: A: Read the sentences and fill out the blanks with the verbs from the box below. You may need to change the verb forms.

suffer complete release involve attach launch register

1. The new project called "Logarm 2004" is ready to _____ .
2. Some officers from our unit will be _____ in the introductory phase of this project.
3. Our battalion _____ from a lack of qualified personnel.
4. My deputy officer is _____ on the list.
5. The project will most likely not be _____ on time.
6. His request is _____ to this cover letter.
7. I am ready to _____ Maj Prochazka in September 2004.

B: Read the sentences and fill out the blanks with the nouns from the box.

manual extension consideration knowledge field completion head

1. He is the only person who has the necessary background _____ and experience.
2. Furthermore, he is the expert in this _____ because he has gathered the necessary information.
3. Major Valek is the _____ of the team and produces excellent results.
4. Moreover, he applied for an _____ of duty, understanding the importance of this project.
5. The _____ and authorization of "The Official Guidance on Stockpiling Weaponry Manual" will be delayed.
6. This _____ is vitally important for the troops.
7. Thank you for your _____ of this matter.

Activity 4: A: Complete the table.

verb	noun	person	adjective
	involvement	-----	
to introduce		-----	
to install			
		developer	
		-----	desirable/desired/desirous

B: Complete the table.

verb	noun	person	adjective
to change		-----	
		-----	complete/completed
to release			
	guidance		
to request		-----	

ANSWER KEY

Activity 3: A:

1. The new project called "Logarm 2004" is ready to **launch**.
2. Some officers from our unit will be **involved** in the introductory phase of this project.
3. Our battalion **suffers** from a lack of qualified personnel.
4. My deputy officer is **registered** on the list.
5. The project will most likely not be **completed** on time.
6. His request is **attached** to this cover letter.
7. I am ready to **release** Maj Prochazka in September 2004.

B:

1. He is the only person who has the necessary background **knowledge** and experience.
2. Furthermore, he is the expert in this **field** because he has gathered the necessary information.
3. Major Valek is the **head** of the team and produces excellent results.
4. Moreover, he applied for an **extension** of duty, understanding the importance of this project.
5. The **completion** and authorization of "The Official Guidance on Stockpiling Weaponry Manual" will be delayed.
6. This **manual** is vitally important for the troops.
7. Thank you for your **consideration** of this matter.

Activity 4: A: Complete the table.

verb	noun	person	adjective
to involve	involvement	-----	involving/involved
to introduce	introduction	-----	introductory/introduced/ introducing
to install	installation/installing	installer	installed/installing
to develop	development/developing	developer	developed/developing
to desire	desire/desirability	-----	desirable/desired

B: Complete the table.

verb	noun	person	adjective
to change	change	-----	changeable/changed/changing
to complete	completion/completeness	-----	complete/completed
to release	release	releaser	released/ releasing
to guide	guidance	guide	guided
to request	request	-----	requested/requesting