



**DEPARTMENT OF THE ARMY**  
**18TH ENGINEER BRIGADE (COMBAT)**  
**UNIT 29060**  
**APO AE 09081**

AETV-EB

17 September 2011

MEMORANDUM FOR Brigade Commander

SUBJECT: Letter of Introduction

1. Thank you against for the opportunity to interview for the position of Brigade S2. I appreciated your hospitality and enjoyed meeting with you and members of your staff.
2. The interview convinced me of how compatible my background, interest, and skills are with the goals of your organization. As I mentioned during our conversation, my experience being deployed has prepared me well for increase responsibility and I look forward to serving Soldiers within your organization if selected for this position. I have had the opportunity to read and digest for command's mission and I am eager to join your team. I am confident my work for you will result in increased productivity within months after assuming the position.
3. For more information on my success at my last duty station, please call Lieutenant Colonel Joe Smith at (XXX) XXX-XXXX. I talked to LTC Smith this morning and informed him of the results of the interview and that you might call LTC Smith.
4. Attached you will find an updated ORB for your review. If you need anything else from me, please let me know.

**JOE P. SNUFFY**  
MAJ, EN  
Duty title