



REPLY TO
ATTENTION OF

ORGANIZATION'S HEADING

(OFFICE SYMBOL)

DATE _____

MEMORANDUM FOR U. S. ARMY GARRISON- MIAMI, PASSPORT AND VISA
OFFICE, 9301 NW 33rd St., Doral, FL 33172

SUBJECT: Request for Official Visa to _____

1. Request the following member(s) be issued an official visa for the country of
_____:

Rank	Name	Passport #	Expiration	Remarks

2. Country(ies): _____

2. Purpose of Travel: _____
_____.

3. Dates of Travel: _____.

4. I have enclosed all necessary documents to process the visa to _____. I understand that late submission of required documents may delay the issuance of the required visa. For additional information please contact _____, telephone _____, e-mail _____.

FOR THE COMMANDER:

Name

Rank/Grade

Position