



**DEPARTMENT OF THE ARMY**

**USE YOUR LETTER HEAD  
BLDG. 007, JETHRO LANE  
OUT-YONDER, TN BR549**

REPLY TO  
ATTENTION OF

**YOUR OFFICE**

**32 Sometime 2010**

MEMORANDUM FOR: Chairperson Julieanne Storm  
58th Defense Working Group on Nondestructive Testing

SUBJECT: Contract Employee Status of Governmental Support

1. This office respectfully requests that *Contractor Name*, a contract employee, be admitted to the 58th Defense Working Group on Nondestructive Testing conference. *Mr. LastName* is employed by the *XXX Corporation*, which is contracted to provide direct technical support for *Agency, organization, unit, etc.*

2. The *XXX Corporation* contract is under the direction and in direct support of *Enter Responsible Unit of Authority (ex. Mud-Buggy Test Division, Bumbleton Test Center)*, with daily activities directed by the *Division Supervisor* and monitored by the *civilian engineering* staff of this *Division*.

3. Should you require further information, please contact the undersigned at *(xxx) xxx-xxxx*.

**SIGNATURE**

**GOVT. CO, COR, OR SUPERVISOR NAME**

*Title*

*Organization*

**SAMPLE LETTER**