

VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
500 Dove Street
Richmond Virginia, 23222
Telephone (804)228-7018 Fax (804)228-7031

(USE UNIT STATIONERY)

VADF-

DATE:

MEMORANDUM FOR: Whom It May Concern

SUBJECT: Military Leave

1. Pursuant to Para 44.93- Military Laws of Virginia

2.

(Name)

(Rank)

a member of the Virginia Defense Force, did attend scheduled training on the

following date(s):

Day(s)

Month

Year

JOHN Q. DOE
COL GS VaDF
Commanding

CF:
Order
File
Reading
File S-1
Div G-1