Street Address

City, VA Zip

DD Month YYYY

MEMORANDUM THRU: Commander, \_\_\_\_ REGT, [street address].

MEMORANDUM THRU: Commanding General, Virginia Defense Force, 5001 Waller Road, Richmond, VA 23230-2915.

MEMORANDUM FOR: The Adjutant General of the Commonwealth of Virginia.

SUBJECT: Request for Placement on the Retired List of the Virginia Militia, Unorganized, [Rank and Name go here], Virginia Defense Force.

1. Reference: Commonwealth of Virginia Code §44-119, Retired list of officers warrant officers and enlisted persons.
2. I request placement on the Retired List of the Virginia Militia, Unorganized in the grade of \_\_\_\_\_, effective [DD MONTH YYYY.]
3. I certify that I have **\_\_\_** years and **\_\_\_\_** months of qualifying service.

NAME MI NAME

RANK (VA)

Virginia Defense Force

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