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

VDF Form 635-1-1 OCT 2016