



**DEPARTMENT OF THE AIR FORCE**

**MONTANA AIR NATIONAL GUARD  
HEADQUARTERS 120TH AIRLIFT WING  
2800 AIRPORT AVE B  
GREAT FALLS, MT 59404-5570**

DD MON YEAR

MEMORANDUM FOR OFFICER SELECTION BOARD XX-X

FROM: YOUR INFO

SUBJECT: LETTER OF INTENT

1. Request consideration for the position \_\_\_\_\_,
2. [Address specific qualifications you have for the position applied for. Highlight any pertinent information not evident in you application packet. Include applicable civilian experience that may enhance your ability to perform this mission. Include your “why I want to be an officer in the Montana Air National Guard”.]
3. [Identify when you would be available to assume this position and whether or not you are willing to work in more than one location. Provide the best day time phone number to reach you with in order for the Selecting Official to set up an interview.]

FIRST M. LAST, RANK, MTANG  
Job Title