Request for Access on Fort Benning following post bar/denial.

John C. Smith

1111 First Street

Anchorage, AL 11111

123-456-7890

1. Indicate in this paragraph the circumstances leading up to the Bar/Denial. (i.e. shoplifting, arrest). The more detailed this paragraph the better.

2. Indicate in this paragraph the justification for access to Fort Benning. (i.e. MACH, work, school). If you are requesting access for work, include contact information for your employer, hours of employment. Include in your request the route to each location you are requesting access to (i.e. Road names and building numbers, **strip maps will not work**).

3. In this paragraph explain why the bar/denial is a hardship rather than an inconvenience. Explain how you are currently unable to work, or attend medical appointments, if applicable.

4. Once the above is complete, please sign and date the letter and email a copy of it along with all supporting documentation, 3 including any arrest record to usarmy.benning.mcoe.list.sja-admin-law@army.mil

 John C. Smith

 July 4, 1776