



HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131

**SAMPLE LETTER OF INTENT**

Applicable only if your command requires issuance of a customs stamp

OFFICE SYMBOL

DATE

MEMORANDUM FOR Headquarters, United States European Command, Attn: ECJ4-LO-ICTB, Unit 30400,  
APO AE 09131

SUBJECT: Letter of Intent

1. In accordance with USAREUR Regulation 55-355, USAFE Inst. 24-201 and CINCUSNAVEUR Inst. 4600.7F this command intends to appoint \_\_\_\_\_ (insert rank/title, first name, middle initial, last name, e-mail address, SSN if applicable, military address) as Customs Clearance Officer.
2. This action will \_\_\_\_\_ (list reason/justification, i.e. avoid shortfalls during peak seasons, reduce cargo ship/receive time, enhance flexibility to perform additional tasks, provide independence from current issuing authority) enabling a broader execution radius for foreseen/unexpected missions.
3. Request your office review eligibility and, upon approval, identify a customs stamp number to below POC, who will then initiate/coordinate the appointment process.
4. POC for this action is ... (Rank/Title, First Name, Last Name, Military & Civilian Phone number, e-mail address)

JOHN DOE  
LTC, TC  
Commanding

CF

1- Individual (Scheduled Appointee)

Optional: identify any other internal distribution as designated by the command