

**INSTRUCTIONS FOR A MILITARY RETIREMENT LETTER  
FROM THE GOVERNOR OF SOUTH CAROLINA**

South Carolina Contact: TerryLynn Thomas  
Telephone: 803.734.0200  
Fax: 803.734.0241

Please make your request for a South Carolina Military Retirement Letter on  
MILITARY LETTERHEAD STATIONERY FROM THE COMMANDING OFFICER  
and attach the completed form below:

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ATTACH THIS COMPLETED FORM TO REQUEST LETTER

MILITARY CONTACT PERSON IS1 Shawn Richburg

PHONE # 813-529-9605

MILITARY MAILING ADDRESS OF SERVICE MEMBER (including company and/or unit name):

7115 S. Boundary Blvd

MacDill AFB, FL 33621-5101

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RANK/RATING/PAYGRADE: IS1(IDW/SW/AW) Shawn R. Richburg

(SK1, Captain, Petty Officer First Class)

FIRST NAME: Shawn MIDDLE INITIAL: R

LAST NAME: Richburg SUFFIX: \_\_\_\_\_

TITLE (as it should appear on letter...Dear \_\_\_\_\_ Smith): IS1 Richburg

BRANCH OF MILITARY: US Navy

NUMBER OF YEARS IN SERVICE: 20

MONTH, DAY & YEAR OF CEREMONY: 29 January 2016

RETIREMENT DATE: 31 March 2016

SPECIAL INSTRUCTIONS (including where Letter of Appreciation should be mailed):

Please mail the letter to: 8482 Fortress Dr.

Tampa, FL 33621

NOTE: MILITARY LETTERHEAD STATIONERY FROM THE COMMANDING OFFICER  
DOES NOT HAVE TO BE USED IF REQUEST IS MADE USING MILITARY EMAIL  
ACCOUNT