From:**Commanding General
To:**Distribution List

Subj:**LETTER OF INSTRUCTION (LOI) FOR (NAME OF EVENT)

Ref:**(a) If applicable

1.**Situation. To provide information, tasks and instructions for supporting name of event or activity, per the reference.

2.**Mission

3.**Execution

(a)**Commander’s Intent and Concept of Operations

(1)*Commander’s Intent

(2)*Concept of Operations

(b)**Subordinate Element Missions

(c)**Coordinating Instructions

4.**Administration and Logistics

(a)**Administration

(b)**Logistics

5.**Command and Signal

(a) Command

(b) Signal

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M. J. JORDAN
By direction

DISTRIBUTION:
CO, unit
AC/S, Department
DIR, Department