# Office Symbol Date

MEMORANDUM FOR President, Board Name, (AHRC-PDV-S), 1600 Spearhead Division Avenue, Dept 471, Fort Knox, KY 40122-5407

SUBJECT: Board Name

1. Body of memo. Use one or two paragraphs to succinctly inform the board of the specific issue(s) you wish to explain that is/are not otherwise reflected in your board file. If enclosures are used, refer to them in the body of the letter. Replace the highlighted text above with text specific to your board and unit.

2. Remember - Candidates eligible for consideration may write to the Board President to provide documents and information to call attention to any matter concerning their file that they consider important for board member consideration. Use your best judgment when deciding whether or not to write a letter to the Board President. A letter should only be written if you believe that board members will have questions regarding your file.

Encl: YOUR NAME

1. RANK, BRANCH

2.