

WAIVER REQUEST LETTER
(Insert official letterhead)

Date

MEMORANDUM FOR BOARD PRESIDENT

FROM: Member's Rank, First and Last Name

SUBJECT: Waiver for (INSERT WAIVER TYPE HERE)

1. I respectfully request a waiver with regard to meeting the RSSB for (INSERT WAIVER TYPE HERE – Course eligibility; Fitness; MSD; Participation) due to (PROVIDE DETAILED JUSTIFICATION HERE).
2. I can be reached at (INSERT CONTACT NUMBER/EMAIL ADDRESS HERE). Thank you for your consideration.

MEMBER SIGNATURE BLOCK
Duty Title

1st Endorser, (Office Symbol for 1st Endorsement Official identified in the ITA)

MEMORANDUM FOR (Office Symbol for 2nd Endorsement Official identified in the ITA)

Concur / Do not concur.

1st ENDORSER SIGNATURE BLOCK
Duty Title

2nd Endorser, (Office Symbol for 2nd Endorsement Official identified in the ITA)

MEMORANDUM FOR BOARD PRESIDENT

Recommend Approval / Disapproval to the Board President of (Insert Waiver Type Here) waiver.

2nd ENDORSER SIGNATURE BLOCK
Duty Title