



LETTER HEAD

Date

MEMORANDUM FOR HQ AFRC/A1K

FROM: Member's Unit

SUBJECT: CDC Reenrollment – Doe, John S.

1. Requesting CDC Reenrollment for
 - a. **NAME, RANK, and SSN:** Doe, John S., SSgt, 123-45-6789
 - b. **Course:** Z2G071
 - c. **Complete Unit Address:** 222 SFS/S3T
4567 Hangar Loop Dr
Mybase AFB, ST 12345-6789
 - d. **TCF and Identification Zip/Shred:** 123456789-0 / 12345-6789
 - e. **Original Enrollment Date:** Identified from the CDSAR
 - f. **Justification:** Circumstances leading to CDC disenrollment
2. Please direct any questions to (UTM Name) at (UTM Phone#) or (UTM email)

COMMANDERS SIGNATURE