

ENDORSEMENT MEMORANDUM EXAMPLE

LETTER HEAD

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Date

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Voluntary Retirement – Last, First MI, Rank, Branch

1. Recommend approval of the request for voluntary retirement.
2. The point of contact for this memorandum is the undersigned at (000) 000-0000.

SIGNATURE BLOCK
(O-6/Chief of Staff)