

UNIT LETTER HEAD

Office Symbol

Date

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

SUBJECT: Exception to Policy to Request Voluntary Retirement for RANK Name

1. SM'S RANK NAME is requesting an exception to policy for voluntary retirement consideration less than 9 months from my requested retirement date.
2. State reason for submitting less than 9 months.
3. The point of contact for this memorandum is the undersigned at COMM 000-000-000 /DSN 000-000-0000 or email _____@army.mil

O-5 or above Signature Block