**REPLY TO**

**ATTENTION OF**

ATMT-DS 07 October 2020

MEMORANDUM FOR Commandant, United States Drill Sergeant Academy, Fort Jackson, SC 29207

SUBJECT: Rebuttal to Notification of Removal from the Drill Sergeant Program for (RANK, First Name, Middle Initial, Last Name)

1. I am responding to the notification of intent that I be removed from the Drill Sergeant Program. I respectfully request that I be kept in the Drill Sergeant Program.

2. Briefly explain in your own words what happened.

3. I have served in the military for XX years. Talk about your service, education, highlights of your military career, military awards, etc.

4. Despite this recent failing, I know that I can use this experience to deter other Soldiers from making the same mistake. Talk about what you have done since the incident to improve yourself and what your goals are for the future.

5. Thank you for taking the time to consider my rebuttal, and I respectfully ask that you allow me to remain in the Drill Sergeant Program.

6. Point of contact for this memorandum is the undersigned at phone number or by

e-mail at email.

FIRST M. LAST

RANK, USA

Title (e.g., Drill Sergeant/Recruiter)