



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ADDRESS

<OFFICE SYMBOL> (Of Sender)

Date

MEMORANDUM FOR RECORD

SUBJECT: Request Earthworks Material (**mulch, compost, or aggregate**)

1. The **[Activity/Unit Designation]** requests **[Type of Material]** for **[Description of Use]**. The material will be used at **[Bldg # or Description of Location]**.
2. Estimate the approximate dimensions of the area to be covered: **[length x width x depth]**.
3. This request is for **[number of cubic yards]** of material to be picked up in **[type of company, military or government-owned vehicle (POVs not allowed)]** on **[Date]** at **[Time]**.
4. POC for this request is: **[Name, Rank, and Phone Number]**.

FIRST M. LAST
Commander or 1SG
Signature Block