Date (Day Month Year; i.e. 31 Jan 17)

MEMORANDUM FOR 940 CW/CC

FROM: C/your rank and name (i.e. C/Maj Jones or C/3C Tomas)

SUBJECT: Absence Request for the activity missing/missed; i.e. LLAB #3, Thursday PT Session of Week #8

1. I missed the Tuesday PT session of Week #5 on 31 Mar 17 because I slept through my alarm. If you were sick and want this to be an excused absence you must provide a doctor’s note.

2. I request to make up the missed PT session by attending both the Thursday and Friday PT sessions of Week #6 on 9 Apr 17 and 10 Apr 17.

3. If you have any questions, please contact me at youraddress@uwyo.edu or ###.###.####.

 (Be sure to sign here)

 FIRST M. LAST, Rank, AFROTC

 Cadet job or flight, 940th AFROTC Cadet

 (Org)

1st Ind, 940 CW/CC

MEMORANDUM FOR Det 940 OFC

Approve/Disapprove

CODY A. NICE, C/Col, AFROTC

Commander, 940th AFROTC Cadet

 Wing

2d Ind, Det 940 OFC

MEMORANDUM FOR Your Name; i.e. C/3C Smith (identical format to the “FROM” line)

Approve/Disapprove

 GEORGE T. NOAH, Capt, USAF

 Operations Flight Commander, AFROTC Det

 940