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 arrived late to the Tuesday PT session of Week #12 on 20 April 17. I arrived at 0550 and missed the warm up session; however, I participated in the full workout following the warm-up activities.

2. I request to have this PT count towards my attendance. If not, I request to make up the missed PT session by doing 30 minutes of calisthenics and a 30 minute run on 22 April 17 at 0600 at Half Acre.

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