XXXX-XXX-X 3 AUG 18

MEMORANDUM FOR (Name)

SUBJECT: Evaluation Report Appeal (*Report period) (Appellant's Name, Rank, PMOS, SSN*)

1. The purpose of this letter is to seek your assistance in my effort to successfully appeal an evaluation report rendered for the period........ through........, while I served as *(appellant's duty position)*.

2. (In the body of the request letter cite those portions of the contested report you would like to have addressed by the recipient of the letter. You may wish to also enclose a copy of the contested report. Request that the addressee follow the sample format for a third party letter of support and include a copy of that sample.)

1. A prompt response would be greatly appreciated as evaluation report appeals can be time sensitive. I thank you in advance for any assistance you might be able to provide. My point of contact for this memorandum is Major A.C. (123) 456-7890.

 SIGNATURE BLOCK