XXXX-XXX-X 3 AUG 18

MEMORANDUM FOR (Name of Rated Soldier)

SUBJECT: Supporting Statement for Evaluation Report Appeal of *(Appellant's Name, Rank, SSN*)

1. (During the period from........ through........ I served as *(author's duty position and unit of assignment)*. In that position, I observed *(appellant's name)*, followed by words describing the frequency or closeness of observation, including, if appropriate, whether author was knowledgeable of the working relationship between the appellant and the rating chain or their expectations of him/her.)

2. (In the body of the support memorandum/letter, relate any first-hand knowledge of events and circumstances that might be of assistance to the appellant in attempting to individually refute the specific shortcomings for which he/she was faulted on the contested evaluation report.)

1. The point of contact for this memorandum is Major A.C. (123) 456-7890.

 SIGNATURE BLOCK