XXXX-XXX-X 3 AUG 18

MEMORANDUM FOR (Appropriate Agency in Appendix F of AR 623-3)

SUBJECT: Minor Correction to Evaluation Report Appeal (*Rated Soldiers Name, Rank, Social Security Number, Report Period Covered)*

1. The is a request for a minor correction to the subject’s evaluation report.
2. Identify specific portions to change. State how the entry should be corrected.
3. Support request with related documents.
4. My point of contact for this memorandum is Major A.C. (123) 456-7890.

 SIGNATURE BLOCK