

Rank, First and Last name
2293 NSKR Army Cadet Corps
Home address
Phone number

1000-1 (for general admin and management) or 10001-2 (for clothing requirements)

XX month XXXX

to whom (rank and last name)
(position in the unit)

(TITLE OF YOUR MEMO AND UNDERLINE)

1. (State your request)
2. (Reason to your request)
3. (Other information)

Your signature
Your rank, First and Last name

MCpl Tim Horton
2293 NSKR Army Cadet Corps
1111 Goodluck Street, Saskatoon, SK
306-123-4567

10001-2

17 January 2017

TV Tung
Supply Officer

REQUEST TO RE-ISSURE A COMBAT SHIRT

1. I am writing to request a combat shirt size 6228 (re-issue).
2. I left my combat shirt at my friend's home last night. Their dog took it outside and buried it in snow somewhere which I could not locate.
3. Sorry for missing my combat shirt and thank you for your consideration Sir.



MCpl Tim Horton