

NGGA-xxx-xx 26 April 2024

MEMORANDUM FOR RECORD

SUBJECT: Request Approval for Exception to Policy (Enter Soldier name)

1. The purpose of this memorandum is to provide additional support and details relative to the Exception to Policy (ETP) request for (Enter Soldier Name). Below are the details regarding the Student Loan Repayment Program (SLRP) incentive portion of his/her contract.

2. Give a detailed explanation of the Soldier’s circumstances.

3. Provide a closing statement on the command’s agreement or disagreement with the Soldier’s request.

4. The point of contact for this memorandum is the undersigned and can be reached at phone number or email address.

FNAME L. LNAME

RANK, GAARNG

Position