



REPLY TO  
ATTENTION OF:

## YOUR UNIT LETTERHEAD

YOUR UNIT  
YOUR UNIT ADDRESS

Office Symbol

DATE

MEMORANDUM THRU **The first O-6 in your chain of command....**

FOR Commandant (ATSW-Z), United States Army Warrant Officer Career College,  
5302 Outlaw Street, Fort Rucker, Alabama 36362-5000

SUBJECT: Request Exception to Policy Approval for Attendance at WOSSC

1. State your request. Please be specific.
2. State your rationale and/or justification.
3. Any other pertinent information that may assist the Commandant in making a decision.
4. POC is the undersigned at XXX-XXX-XXXX.

2 Encls

1. Officer Record Brief
2. WOSC Diploma

YOUR NAME

RANK, BR

TITLE