



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR IMCOM-EUROPE, ATTN: IMEU-SO, Unit 29353, APO AE 09014

SUBJECT: Candidate for Motorcycle Safety Foundation (MSF) Rider Coach Training

Dates: DD MMM – DD MMM

City, Country

1. I would like to recommend (Candidate's Rank, First and Last Name) to attend the MSF Rider Coach Training in City from xx – xx Month 07.
2. (Candidate's Name) has been riding (#) years and possesses the experience and leadership qualities to excel as an MSF Rider coach and motorcycle safety advocate for the unit and the community.
(Candidate's Name) has a DEROS of (date).
3. I will ensure (Candidate's Name) is available to conduct MSF training – either a Basic Rider Course (BRC) or Experienced Rider Course (ERC) - within the community once per quarter for the duration of their tour in Europe.

COMMANDERS SIGNATURE BLOCK