

CONVICTION WAIVER EXAMPLE:

ABCD-EFG

MEMORANDUM FOR COMMANDER, HQ USAREC ATTN: RCHS-SVD-PA 1307
Third Avenue, Fort Knox, KY 40121-2726

FOR **Staff Sergeant Jane Q Doe**, SSN **123-45-6789**, U.S. Army Medical Department
Activity, Fort Jackson, SC 29207

SUBJECT: Interservice Physician Assistant Program Application Conviction Waiver
Request

1. In accordance with AR 601-20, 135-100 and AR 135-101 I request a waiver for an
Article 15 I received in Basic TRNG. Add all of the details – the more detail, the better
chance of approval. I received the Article 15 for..... I haven't been in trouble since then
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2. Supporting legal documents are attached.

3. I can be reached at the following address: 1234 Main St, Hometown, US 12345;
DSN **123-4567**, commercial **(123) 456-7890**, or e-mail **JaneQDoe@us.army.mil**.

JANE Q DOE
SSG, USA
Combat Medic