(UIC) (Date)

Letter to the President of the Board

SUBJECT: Missing Items in my Record – (**example:** NCOER(s), APFT, HT/WT)

1. Short description of why you are writing a letter to the President of the EPS board. Provide the facts. This letter should include mitigating circumstances. **DETAILS MATTER!**

2. **Key points could be:**

- Missing NCOER - currently with my rating chain.

- Missing APFT – I was on profile or turned in medical documentation to my unit for a profile that is currently pending.

- Missing HT/WT – I was away at a school – I was in an accident that kept me from drilling for 8 months.

3. POC xxx-xxx-xxxx, or email at email.address.com

 I AM SOLDIER

   RANK, MOARNG

   DUTY POSITION