

(SAMPLE ONLY)  
Command Letterhead

1500  
Ser  
Date

From: Commanding Officer,

To: Commanding Officer, Naval Education and Training

Professional Development Center, Pensacola, FL

Subj: REQUEST FOR TUITION REIMBURSEMENT WAIVER ICO PS1 JOHN E. DOE

1. Forwarded recommending approval with the following circumstances.
2. Subject member was enrolled in course MAT 1033 (Intermediate Algebra) at Florida State College at Jacksonville (FSCJ). SVM was sent on unexpected Temporary Additional Duty (TAD) on the following dates:
  - a. January 22 2016 - February 11 2016.
  - b. February 18 2016 - March 02 2016.
3. Due to this absence from class, member withdrew from the course and has received the prerequisite "W" grade. Request Petty Officer Doe is granted a reimbursement waiver for involuntary withdrawal.

J. P. Jones

**This sample letter worded for the reason of withdrawal, i.e. Permanent Change of Station (PCS), Temporary Additional Duty (TAD), Emergency Leave, Operational Commitments and Hospitalization. It must be on Command Letterhead from your CO/OIC/XO/CMC.**