

**SAMPLE LETTER OF LATENESS MEMORANDUM**

**(LETTER HEAD)**

**(Office Symbol)**

**(Date)**

Memorandum THRU Garrison Director of Human Resources, United States Army Garrison-Hawaii, (IMHW-HRM), Schofield Barracks, HI 96857-5000

FOR Commander, U. S. Army Human Resources Command, (AHRC-EPF-M), 1600 Spearhead Division Road, Fort Knox, KY 40122

SUBJECT: Letter of Lateness to Request Voluntary Retirement

1. I am submitting a letter of lateness to request voluntary retirement due to **(state reason for submitting letter of lateness)**.
2. POC for this action is the undersigned at **(808) 000-0000**.

**SIGNATURE BLOCK  
RANK, BRANCH  
SSN**