

## SAMPLE FORMAT OF A LETTER OF LATENESS

### LETTERHEAD

**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-OPL-R), 1600 Spearhead Division Avenue, 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**.

**First Name MI Last Name**  
**Rank, Branch**  
**SSN**