UNIT SYMBOL DATE

MEMORANDUM FOR Student Accounts, University of Central Arkansas Conway, AR 72032

SUBJECT: Letter of Good Standing for (Your Name)

1. (Your Name) is currently a unit member in good standing with (the unit name).

2. Point of contact for this memorandum is (full time NCO) at 501-xxx-xxxx or (email address).

(Signature)

COMMANDER (or rep) NAME

COMMANDER (or rep) RANK

Title