[*Date*]

From: [*Rank*] [*Name*], USN, [***XXX-XX-1234 INCLUDE LAST FOUR OF SSN***]/[*Current Designator*]

To: Director, Bureau of Naval Personnel (BUPERS-3)

Via: Commanding Officer, [*Command*]

Subj: [*TYPE OF WAIVER*] WAIVER REQUEST FOR THE [*Board MMMM YYYY*] LATERAL TRANSFER AND REDESIGNATION BOARD

1. Respectfully request a [*type of* waiver] waiver to apply for the [*Board MMMM YYYY*] Lateral Transfer/Redesignation Board. [*amplifying information*]\*.

 **\* Examples of amplifying information include:**

 ***I currently have a total of 18 months commissioned service as of 1 February 2019. The requirement is 24 months of commissioned service.***

 ***I am pursuing my surface warfare qualification and anticipate completion in May 2019. The requirement is to be warfare qualified by 1 February 2019.***

 ***I am pursuing my bachelor’s degree and anticipate completion in November 2019. The requirement is to be within six months of completing a bachelor’s degree.***

 Very respectfully,

 [*APPLICANT’S SIGNATURE*]