

(Date, i.e 13 Jun 2025)

From: [Applicant, i.e. LT Ima A. Sailor, USN, 1110]

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

Via: Commanding Officer, [Your command]

Subj: [TYPE OF WAIVER, i.e. PRD] WAIVER REQUEST FOR THE FEBRUARY 2023 LATERAL  
TRANSFER AND REDESIGNATION BOARD

1. Respectfully request a [type of waiver, i.e. PRD] waiver to apply for the February 2023 Lateral Transfer and Redesignation Board.
2. [Brief Statement about why you are submitting your waiver, i.e. Requirement is to be within 12 months of PRD and my PRD is 15 months)

Very Respectfully,