



AIR FORCE RESERVE OFFICER TRAINING CORPS
25th CADET WING
ARIZONA STATE UNIVERSITY, TEMPE, AZ

DD Month 2022

MEMORANDUM FOR CAPTAIN LEDESMA

FROM: CADET <YOUR NAME>

SUBJECT: Excusal Request for LLAB/PT from/for date(s)

1. This memorandum is to inform Captain LeDesma that Cadet <NAME> will miss/missed the following:
 - a. PT: Date(s) or N/A
 - b. LLAB: Date(s) or N/A
2. The reason for my absence(s) will be/were due to XXXXX. Documentation is provided attached to this MFR. *(Erase next two sentences if only PT was missed)* I understand that I must make up LLAB objectives within two weeks for this to be considered excused. To do so, I am responsible to coordinate the make-up objectives with my Flt CC.
3. If Captain LeDesma has any questions, she may contact me by phone at XXX-XXX-XXXX or by email at email@asu.edu.

FIRST I. LAST, Rank, AFROTC
Duty Title