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| Commanding Officer  United States Coast Guard  [UNIT] | [ADDRESS]  [CITY], [ST] [ZIP CODE]  Staff Symbol: [XXXXX]  Phone:  Fax:  E-mail:  1910  [DD Mon YYYY] |

**MEMORANDUM**

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| From: | Member, Rank  CG Unit |  |  |

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| To:  Thru: | CG PSC-RPM  Commanding Officer  CG Unit |
| Subj: | REQUEST FOR WAIVER OF 20XX RESERVE HIGH YEAR TENURE PROFESSIONAL GROWTH POINT (PGP) |
| Ref: | 1. ALCGRSV XXX /XX |

1. In accordance with reference (a), I request a waiver to my 20xx Reserve High Year Tenure PGP.
2. (State reason for waiver request).

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