

[UNIT'S OFFICIAL LETTER HEAD]

[Date]

From: [Member Requesting the Exception to Policy]
To: Office of the Under Secretary of War for Acquisition and Sustainment
Via: Headquarters [Insert Service Department]

Subj: [State the Request e.g., Exception to Policy to Execute Permanent Change of Station Orders via Air Mobility Command Patriot Express with an Unusual Pet]

Ref: (a) [Include References if Applicable]

Encl: (1) [Include Supporting Documents if Applicable]

1. State your request. I am requesting an exception to the policy outlined in DoDI 4515.13, which states that passengers traveling under Permanent Change of Station (PCS) orders may ship their pets at their own expense. I have been directed to utilize the Air Mobility Command (AMC) Patriot Express (PE) and require an exception to policy to travel with more than two pets.

2. Insert justification. Why do you need an exception to policy?

3. [Any additional information i.e. Point of Contact.]

[Insert Signature Block]