



DEPARTMENT OF THE NAVY

YOUR UNIVERSITY

NAVAL RESERVE OFFICERS TRAINING CORPS

123 FUTURE GRADUATE DRIVE

SOMEWHERE, FLORIDA 12345-6789

1533

Ser **XX/XXX**

DD MMM YY

From: Commanding Officer, Naval Reserve Officers Training Corps Unit, **UNIT NAME**

To: **CHOOSE A DESIGNATION** First MI Last, **SERVICE**

Subj: NOTIFICATION OF DATE CHANGE FOR PERFORMANCE REVIEW BOARD

Ref: (a) PRB Convening Order dtd **DD MMM YY**

1. The performance review board (PRB) originally scheduled to convene per reference (a) has been rescheduled for **TIME**, **DD MMM YYYY**.
2. The PRB is being rescheduled due to **ENTER REASON**.
3. The five full business day notification requirement has **CHOOSE AN OPTION**.

F. M. LAST

From: **CHOOSE A DESIGNATION** First MI Last, **SERVICE**

To: Commanding Officer, Naval Reserve Officers Training Corps Unit, **UNIT NAME**

1. I acknowledge the new date for the PRB.

SIGNATURE

DATE