**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: Rank LAST, FIRST, MIDDLE, SERVICE

Subj: NOTIFICATION OF DATE CHANGE FOR PERFORMANCE REVIEW BOARD (PRB)

Ref: (a) PRB Appointment Letter dtd DD MMM YY

(b) PRB Notification Letter dtd DD MMM YY

1. The PRB originally scheduled to convene per references (a) and (b), 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, Rank FULL NAME, acknowledge the new date for the PRB.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Copy to:

File