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| Commanding OfficerUnited 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, RankCG Unit |  |  |

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