

PRESIDENT'S LETTER OF RELIEF

DD Mmm YY

From: MIDN First Last, Incoming President, (Activity Name)
To: Commandant of Midshipmen (Attn: Extracurricular Activities Officer)
Via: MIDN First Last, Outgoing President, (Activity Name)

Subj: LETTER OF RELIEF

1. In company with my predecessor, I have sighted all accountable equipment and inspected the assigned space.
2. All files, including the constitution, membership roster, and copies of reports have been turned over to me.
3. No discrepancies were found. (Or describe the discrepancies found as specifically applies to financial records, files, accountable equipment or spaces.)
4. I hereby relieve Midshipman _____ as President of _____.

F. M. LAST

FIRST ENDORSEMENT

DD Mmm YY

From: MIDN First Last, Outgoing President, (Activity Name)
To: Commandant of Midshipmen (Attn: Extracurricular Activities Officer)
Via: Officer Representative, (Activity Name)

1. In company with my relief, I have reviewed all records and files, including the inventory and the constitution. I have sighted with my relief all accountable equipment and jointly inspected the assigned spaces.
2. All records, files, and equipment custody cards accountable have been turned over to my relief.
3. I stand relieved as President of _____.

F. M. LAST