



**DEPARTMENT OF THE AIR FORCE
(OFFICIAL LETTERHEAD) THIS IS OPTIONAL**

DD Month Year

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: (Your Name)

SUBJECT: Rebuttal for PPA HQ ECAF

1. The first paragraph should state the purpose of the Memorandum.
2. Subsequent bullets will provide background information, current situation, proposed reasons for contesting your excess cost, or other important details pertinent to the move.
 - a. If sub-paragraphs are used, you should have a minimum of two sub-paragraphs. Otherwise, include the information in the main paragraph.
 - b. (two sub-paragraphs, if applicable).
3. The final paragraph is the (your) Point of Contact information. If you have any questions, please contact Ms Jane J. Smith at 210-XXX-XXXX, email, etc.

Attachments:

(This is any information that will substantiate your rebuttal ex: additional pro, reweigh tickets, etc.)