



# EXAMPLE

DEPARTMENT OF THE ARMY  
UNIT ASSIGNED TO  
UNIT #  
APO AE 09096

UNIT SYMBOL

DATE

MEMORANDUM THRU COMMANDER, UNITED STATES ARMY GARRISON WIESBADEN, APO-  
AE 09096

MEMORANDUM FOR REGISTRY OF MOTOR VEHICLES

SUBJECT: REQUEST FOR ADDITIONAL VEHICLE WAIVER

1. *Approval is granted for (RANK NAME, SSN #) to exceed the limit of registered POVs. The vehicle is a (MAKE, MODEL, TYPE, YEAR, COLOR, Registration #, CHASSIS #)*
2. EXPLAIN: Why individual needs to exceed the authorized limit of POVs
3. POC for this memorandum is (OWNER OF THE VEHICLE) at DSN #  
Owners AKO email address for notification purpose when the processed Memo is ready for pick-up

SUPERVISORS  
SIGNATURE BLOCK

# EXAMPLE