ICL# FY-##

DD Mmmmm YYYY

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR XX-XX, *Regulation Title*

1. This interim change letter immediately changes CAPR XX-XX, *Regulation Title* and will remain in effect until CAPR XX-XX is revised. Compliance with this letter is mandatory.

2. CAPR XX-XX is immediately changed as follows:

Paragraph X.X., Paragraph Title (if applicable) is changed to read: “insert language as approved to read”

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3. The intent of this change is insert justification for why this ICL is needed. For comments or questions regarding this interim change letter, contact NHQ OPR's Name, Office Symbol, at (334) 953-7748, extension ext # or email OPR's email@capnhq.gov

NATIONAL COMMANDER'S NAME

Major General, CAP

Commander

"Attachment:" for one item or "# Attachments:" for more than one

List numbered attachment(s) mentioned in letter, do not number if only one.