

Sample RTU Email

To: CO 5 CRPG ← *CRPG hosting activity*
CO 4 CRPG ← *JCR's home CRPG*

CC:

Subject: RTU – JCR Rain Bear (4 CRPG)

PROTECTED B ← *if required*

Refs: A. Telecon Mrs. Paula Bear 03 Jul 20 ← *parent/guardian contact*

B. Telecon MCpl River Otter 03 Jul 20 ← *JCR Patrol Leader contact*

1. The following JCR is being Returned to Unit:

- a. Name – JCR Rain Bear
- b. Address – 25 Ice Road, Blogginsville, BC
- c. Patrol – Blogginsville JCR Patrol
- d. Activity – NLETS
- e. Date of RTU – 04 Jul 20
- f. Travel – Commercial Air (Itinerary attached)
- g. Reason for RTU – Medical, recommended by Dr. Sal Monn
- h. CRPG Notified – Yes
- i. Patrol Leader Notified – Yes
- j. Remarks – Medtech Cpl R. Hawk will accompany JCR Bear.
- k. Parent/Guardian notified – Yes
- l. Supporting Documents – Letter from Activity OPI
- m. Financial – JCR Bear has received her training bonus for the time she attended the activity.

If medical, include name of medical professional who recommended RTU

This section includes additional details about travel, escort, or follow-up

This section lists items such as the letter explaining the reason for RTU, a report on performance, etc.

S. Clydesdale, Capt

Shire Clydesdale ← *Activity OPI*
Captain
Junior Canadian Ranger Officer
5th Canadian Ranger Patrol Group