IN REPLY REFER TO

 1400

 Unit

 Date

From: Commanding Officer, Unit

To: Commandant of the Marine Corps (MMPR-2)

Subj: REQUEST FOR REMEDIAL CONSIDERATION FOR PROMOTION IN CASE OF

 LANCE CORPORAL NAME EDIPI/MOS USMC

Ref: (a) MCO P1400.32D w/ CH 1-2

Encl: (1) Supporting Documentation (IE: College transcript,

 highschool transcript, etc)

1. Requesting for remedial consideration for rank name. Explain here why the member rates a remedial promotion (IE: college, JROTC, referrals, erroneous non-recommendation, etc.) \*\*if non-recommendation/promotion restriction was the issue please include respective dates and the correct month the member should have been promoted. If they don’t rate promotion for that month, disregard\*\*

3. For additional information, I may be reached at (123) 456-7899 or by e-mail at Harry.L.Hall@usmc.mil.

 F. M. LAST NAME