30-Oct-24

From: GRADE, NAME, EDIPI/MOS, USMC

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

Subj: CONSIDERATION FOR REMEDIAL PROMOTION

Ref: (a) MCO P1400.32D W/ CH 2

Encl: (1) Performance Evaluation Review Board (PERB) ltr dtd (if applicable)   
 (2) Letter of Recommendation dtd from the requested board (if applicable)

1. Per the reference, I respectfully request to be considered for remedial promotion to (grade) for fiscal year (year).

Examples of paragraph 2 depending on reason for remedial request: 2. I was eligible for consideration by the FY (board name) but was not considered.

or

2. I had completed all required PME prior to the convening date of the FY (board name), but records showed I had not completed my required PME.

or

2. Enclosure (1) is provided as evidence of the removal of two fitness reports from my Official Military Personnel File (OMPF).

3. For additional information, I may be reached at (555) 555-5555 or by e-mail at \_\_\_\_\_\_\_\_\_\_@usmc.mil. (Signature)<---Remember to sign the letter