IN REPLY REFER TO:

 (**General Promotion SSIC**) 1400

 **(Originator’s Initials)** HLH

 **(Date)** 18 Mar 24

From: Sergeant Harry L. Hall 1234567890/0111 USMC

To: President, FY 24 Staff Sergeant Promotion Selection Board

Subj: PRESIDENT OF THE FY 24 STAFF SERGEANT PROMOTION SELECTION BOARD

Ref: (a) XXX/XX (Convening MARADMIN)

Encl: (1) Letter of Recommendation

1. This letter is to clarify the lack of recent Rifle and Pistol qualifications. Due to being on MSG duty from 23 October 2021 to 19 February 2024 me nor my command had access to a range. Since returning from my special duty assignment I have full intentions to register in the next available range.

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

***Sign Here***

 H. L. Hall