

SAMPLE LETTER REQUEST

Date: \_\_\_\_\_

From: (APPLICANT)

To: Commanding Officer, Naval Base Point Loma

Via: Commanding Officer/Officer in Charge/Department Head

Subj: REQUEST FOR GEOGRAPHIC BACHELOR BERTHING

Ref (a) CNIC Housing Desk Guide for GB Version 1.0

Encl: (1) Copy of Record of Emergency Data (NAVPERS 1070/602)

(2) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to GB berthing in the NBPL, Unaccompanied Housing (UH) for the time period (not to exceed six months) \_\_\_\_\_ to \_\_\_\_\_.
2. Complete a meaningful description of the situation necessitating a request for GB berthing.
3. Description of an action taken to date: (including whether alternative civilian housing was investigated, and results).
4. Names, addresses, ages of dependents.
5. Location of dependents and household effects.
6. Medical data (if applicable) with physician's name, area code and phone number.
7. As required by reference (a), enclosures (1) and (2) are forwarded as supporting documents.

Signature