**YOUR COMMAND LETTERHEAD**

Date

From: YOUR ADDRESS

To: Directorate of Environmental Health, Industrial Hygiene Department, Navy and Marine Corps Force Health Protection Command, 620 John Paul Jones Circle, Suite 1100, Portsmouth, VA 23708-2103

Subj: QUOTA REQUEST FOR INDUSTRIAL HYGIENE TECHNIQUES/ EXPOSURE MONITOR COURSE

1. Request a class quota for the person/personnel listed below to attend the Exposure Monitor/Industrial Hygiene techniques Course from Day-Day Month Year. The listed personnel have completed the application provided and the math pre-test as required.

 a. STUDENT

 b. STUDENT

 c. STUDENT

2. The point of contact on this subject is NAME, PHONE #, e-MAIL ADDRESS.

 SIGNATURE