

[COMMAND LETTER HEAD]

1700

Ser _____

Date

From: Commanding Officer, *Command Name*

To: Navy Casualty (PERS-00C)

Via: NW Region Casualty Office

Subj: COMMAND MEMORIAL SERVICE ICO *Rank & Name of Sailor*

DCIPS # _____

REF: (a) MILPERSMAN 1770-271

- Per reference (a) *Command Name*, will conduct a Command Memorial in honor of *Rank & Sailor name* on *Day, Month & Date and Year* at *Time (zone)*. Location of this event will be held at *Building Name, base if applicable, address & zip code*.
- **All eligible family members are invited to attend.**
- The Command will provide local transportation to and from this event. Reimbursement for rental vehicle are not authorized.
- Point of contact is *Rand, Name, best contact number & email*.

Ink Signature

Type Rank & name

By direction