

(COMMAND LETTERHEAD)

1710

Ser

Date

From: Commanding Officer, (ship name)

To: Commander, Navy Installations Command (N948)

Subj: REQUEST FOR EMBLEMATIC LOAN

Ref: (a) CNICINST 1710.5

(b) CNICINST 1710.3

Encl: (1) Recreation Fund Financial Statement (if available)

(2) Payment Schedule

(3) Copy of current Successor in Interest Letter

(4) Copy of Afloat Recreation Fund check (only if a new account)

1. In accordance with reference (a) and (b) an emblematic interest-free loan is requested to help with start-up costs of (amount).

2. Enclosure (2) shows the payment schedule of (number in words and numbers) payments in the amount of \$(amount) made from (month, day & year) to (month, day & year) and a final payment of \$(amount) on (month, day & year).

3. The point of contact for this matter is (name/rank) at (telephone numbers) and (email address).

4. Request funds be deposited directly into:

Afloat Recreation Fund Account name: _____

Bank Name: _____

Bank Routing number: _____

Account number: _____

Commanding Officer signature

Copy to:

Afloat Recreation Fund Files