

**(Command Letter Head)**

 SSIC

 SERIAL

 DATE

From: Unit Representative (E6 or above)

To: Director, Family Housing Branch, Marine Corps Base, Camp

 Pendleton

Subj: VERIFICATION OF STATUS/COMMAND LETTER ICO SGT JOHN DOE

 XXX-XX-1234/0311 USMC

1. The subject named member is permanently assigned to the following unit aboard Camp Pendleton and is not currently pending orders:

Unit Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reported\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The point of contact in this matters is GySgt Jane Doe at (760)725-0000.

 Unit representative (E-6 or above)

 Signature