

**UNITED STATES MARINE CORPS**

UNIT

ADDRESS 1

ADDRESS 2

 IN REPLY REFER TO:

 SSIC

 CO

 DD MMM YY

From: Commanding Officer, Unit Name

To: Commanding Officer, Wounded Warrior Regiment

Subj: RECONSIDERATION FOR ASSIGNMENT TO WOUNDED WARRIOR BATTALION-EAST OR

 WEST IN CASE OF RANK FNANE MIDDLE INITIAL LAST NAME EDIPI/MOS USMC

Ref: (a) MCO 6320.2F

Encl: (1) Wounded Warrior Battalion-East/West referral package of DD MMM YY

 (2) Wounded Warrior Battalion-East/West disapproval letter of DD MMM YY

1. Per the reference, the enclosed Wounded Warrior Battalion-East/West referral package is submitted for reconsideration.

2. (Insert additional information as needed)

3. Point of contact at this command is Rank, Name, Phone, email.

 I. M. BOSS