**UNITED STATES MARINE CORPS**

UNIT NAME

UNIT LOCATION (BASE)

BOX NUMBER

CITY NAME, STATE ZIP-CODE

 SSIC

 ORG CODE

 DATE

From: Battalion Admin Office

To: Whom It May Concern

Via:

Subj: STATEMENT OF SERVICE

Ref: (a)

 (b)

Encl: (1)

1. The below information is certified to be true.

1. Name: Your First Name, Middle Initial, Last Name
2. EDIPI: Your EDIPI
3. Rank: Rank/Grade
4. Active Duty Base Date: Your date you joined the USMC
5. Branch of Service: U. S. Marine Corps
6. Date of Birth: Your date of birth

2. Expiration of Active Service: Your EAS date

3. Service Member has no time lost this period.

4. Service Member is currently on active duty.

5. Organization: Your Unit, and Unit Location.

6. Point of contact at this command is Billet, Rank, First Name, Middle Initial, Last Name, DSN: Phone Number, COMM: Phone Number.

 I. A. MARINE

Copy to:

STANDARD LETTER GUIDANCE

* **Letterhead** – Top line is typed in Arial, 10 pitch, **bold**. Rest of letterhead is typed in Arial, 8 pitch. Page 7-17 and 7-18 of SECNAV M-5216.5.
* **Identification symbols** – Consists of SSIC, office code, and date in the abbreviated format shown on the standard letter example. Page 7-1 of SECNAV M-5216.5.
* **Via** – Use when one or more activities outside of your own should see the letter before it reaches the “To:” address. Do not number if there is only one via. Page 7-5 of SECNAV M-5216.5.
* **Subject Line** – All caps, no abbreviations. Page 7-5 of SECNAV

M-5216.5.

* **Reference/Enclosure** – Indicate references with a letter and enclosures with a number, even if there is only one. Ensure all references and enclosures are identified in the text, in the order they are listed. Page 7-6 – 7-11 of SECNAV M-5216.5.
* **Text/Paragraphs** – A signature page must have at least two lines of text, do not use abbreviations, and utilize the 4-8-12 indentation rule which can be found on page 11-6 of SECNAV M-5216.5.
* **Signature Block** – First initial starts at the center of the page. Do not center the whole name. Initial’s and last name are in caps, unless the last name starts with a prefix (i.e. A. J. McALEXANDER). Page 11-3 of the SECNAV M-5216.5.
* **“Copy to” Block** – Maximum abbreviation. Does not have to be in order of seniority, use this block for individuals or units that need to know the letter’s content but don’t need to act on it. Page 11-4 of the SECNAV M-5216.5.

**Information for second and succeeding pages of a standard letter**

\* - Subject line is included 1 inch from the top on the second and all succeeding pages.

\* - Start typing two lines below the subject line.

\* - Letterhead is only included on the first page.

\* - Always put a page number on the second and succeeding pages. Page numbers will be centered and one half inch from the bottom of the page. Use Courier New and same font size as the text – either 10 or 12.