



UNITED STATES MARINE CORPS
[UNIT HEADER]

[SSIC]
[UNIT]
[DATE]

From: Commanding Officer, [UNIT]
To: Band Master, Marine Corps Air Ground Combat Center
Band

Subj: REQUEST FOR MUSICAL SUPPORT

1. [UNIT] is requesting musical support for [DATE] at [TIME] for [CEREMONY; CHANGE OF COMMAND/RETIEMENT FOR "XXXXXXX"]. The ceremony will take place on the Commanding General's Parade Field. The uniform for the ceremony will be [UNIFORM].
2. The point of contact for this ceremony is [NAME] at (760) 830-XXXX. A Letter of Instruction/Sequence of Events will be provided on [DATE].

[COMMANDING OFFICER]