



UNITED STATES MARINE CORPS  
1ST BATTALION, 6TH MARINES  
6TH MARINE REGIMENT  
PSC BOX 20123  
CAMP LEJEUNE, NC 28542

5216  
Ser ADM/001  
1 Jan 2025

From: Commanding Officer, 1st Battalion, 6th Marines  
To: Commanding Officer, 6th Marine Regiment

Subj: REQUEST FOR ADMINISTRATIVE SUPPORT

Ref:

1. : Per reference (a), this correspondence serves as an example of the naval letter format.
2. : The purpose of this letter is to demonstrate proper formatting in accordance with SECNAV M-5216.5.
3. : Point of contact for this matter is the undersigned at (910) 555-1234.

J. A. DOE