

Date

From: Commanding Officer, USS _____
To: Chief Executive Officer, Navy Exchange Service Command (Code A)

Subj: REQUEST FOR LOAN FOR MODERNIZATION

Ref: (a) COMNEXCOM ltr Ser/xxx dtd _____
(b) NAVSUP Pub 487

1. Reference (a) authorized local procurement authority not to exceed \$ _____ for the modernization of the USS _____ (ships store/barber shop) and offered a loan for the full or partial amount.
2. The modernization project has been completed at a final cost of \$ _____. In accordance with paragraph 8102-1 of reference (b), a loan in the amount of \$ _____ is requested. It is further requested that the loan be repaid at the rate of \$ _____ per accounting period for _____ periods.
3. Point of contact is _____ phone, _____ fax, _____ email.

Signature of Commanding Officer
Or by direction