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