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UNIT

DD MM YY

From: Command Requesting TR by SR

To: Corrections Analyst Chief, Corrections Section, Law Enforcement, Investigations, and

Corrections Branch, Security Division, Plans, Policies, and Operations Department,

Headquarters, U.S. Marine Corps

Subj: LEGAL MEMORANDUM ICO PRISONER FIRST NAME MI LAST NAME

EDIPI/MOS USMC

1. Prisoner (Last Name) has no legal or request mast issues pending within this command at this time. It is requested that he be transferred by service record book as soon as possible.

2. Prisoner (Last Name) Medical and Dental records are located at Location. Point of contact is HM1 John A. Smith at (123) 456-7890 or john.smith@email.com.

4. Point of contact for this memo is (Rank Last Name, First Name), commercial (123)456-7890 DSN 321 or first.last@usmc.

FI, MI, LAST NAME