

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Department/Unit Name]  
[Marine Corps Base/Organization]  
[Base Address]  
[City, State, Zip Code]

Subject: Request for Policy Clarification on BN USMC

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the current policies implemented under the Battalion (BN) structure within the United States Marine Corps (USMC).

[Insert specific concerns or questions about the policy here. Provide necessary context and details to support your request.]

I believe that understanding these policies in greater depth will not only assist me but also enhance our unit's operations and adherence to USMC standards.

Thank you for your attention to this matter. I look forward to your guidance and any relevant documentation you might provide.

Respectfully,

[Your Name]  
[Your Rank, if applicable]  
[Your Unit/Command]