

(Command Letterhead)

1710
Ser: _____
Date: _____

From: Commanding Officer, (ship name)
To: Commander, Navy Installations Command (N948)
Subj: REQUEST FOR AN INTEREST FREE LOAN

Ref: (a) CNICINST 1710.3 of 14 June 2013
(b) CNICINST 1710.5 of 09 Nov 2017

Encl: (1) Three Bids for Recreation Van/Vehicle
(2) Recreational Fund Financial Statement
(3) Payment Schedule
(4) Copy of a new Successor in Interest Letter

1. In accordance with reference (a) and (b), an interest free loan for replacement/purchase of a recreational van is requested in the amount of \$_____. The crew of the USS_____ will only use the van for recreational trips.

2. USS_____ is submitting enclosure (1) as required by required by procedures before purchasing.

3. Enclosure (2) is forwarded to show that USS_____ is able to pay back the loan and enclosure (3) shows the payment schedule of (number)_____ of payments of \$(amount)_____ will be made every month starting (date)_____. Enclosure (4) identifies CNIC as successor in interest.

4. The point of contact is (name/rank)_____, phone _____ DSN_____ and e-mail_____.

5. Request funds be deposited directly into:

Command Account Name: _____
Name of Bank: _____
Bank Routing Number: _____
Account Number: _____

(Commanding Officer Signature)

Copy to:
Afloat Recreation Fund Files