**SAMPLE FORMAT CFL DESIGNATION LETTER**

6110

(Date)

From: Command Name

To: CFL Designee

Subj: APPOINTMENT AS COMMAND FITNESS LEADER (CFL)

Ref: (a) OPNAVINST 6110.1K

1. You are hereby appointed as Command Fitness Leader (CFL) for (name of command).

2. You will thoroughly familiarize yourself with reference (a) to act accordingly in the performance of your assigned duties and responsibilities.

3. This appointment will remain in effect until your detachment from this command or otherwise superseded in writing.

COMMANDING OFFICER or

AUTHORIZED OFFICIAL