



UNITED STATES MARINE CORPS
[LETTERHEAD]

5000
[Code]
[Date]

From: Commanding Officer, [Unit]
To: Holiday Food Gift Card Committee

Subj: HOLIDAY FOOD GIFT CARD PROGRAM UNIT REPRESENTATIVE
DESIGNATION LETTER

Ref: (a) III MEF/MCIPAC-MCBBO 1700.1B

1. In accordance with the reference, the following individual is designated as the primary Holiday Food Gift Card Program (HFGCP) unit representative for unit:
[Unit]

Name: [Rank/Grade Last, First]
Duty Phone: [Duty Phone]
Email Address: [Email Address]

2. The alternative HFGCP unit representative is as follows.

Name: [Rank/Grade Last, First]
Duty Phone: [Duty Phone]
Email Address: [Email Address]

3. Point of contact is [Name of HFGCP Unit Rep.] at DSN 315-6XX-XXXX or email:
[Email Address]

[NAME OF SIGNER]