

[Date]

From: "Rank" John P. Jones, USN, DoD ID # (10-digits)/ Designator
To : PRESIDENT, FY-[XX] [ACTIVE-DUTY NAVY/NAVY RESERVE]
[GRADE] [LINE/STAFF CORPS] [COMPETITIVE CATEGORY]
PROMOTION SELECTION BOARD (BOARD # [XXX])

Subj : INFORMATION FOR CONSIDERATION BY THE
SELECTION BOARD

Ref : (a) SECNAVINST 1420.3

1. Per reference (a), please do not select me for promotion by the FY-[XX] [Active-Duty Navy/Navy Reserve] [Grade] [Line/Staff Corps] [Competitive Category] Promotion Selection Board.

(Sign here with ink
signature OR CAC
Digital Signature)
J. P. JONES

Note: Remove yellow highlight and brackets ([]) from letter submitted.