XXX-XX-XXXX {Member’s SSN}

XX XXX XX {date}

From: {Original Reporting Senior}

To: Commander, Navy Personnel Command (PERS-32)

Subj: FITNESS REPORT LETTER SUPPLEMENT

1. Identification of Original Report.

1. Member (Blocks 1-4): LAST, FIRST M, LT, 3100,

XXX-XX-XXXX

1. Period (Blocks 14-15): 96JUL01 – 96NOV18
2. Reporting Senior (Block 22): SENIOR, W A

2. Changes and supplements (with justification).

1. Block 33: Change the grade from 3.0 to 4.0. Information received after report was written justifies a higher grade, specifically:
2. Block 43: Add new bullet: “Accomplished…”

3. Promotion Recommendation Summary Group Information. I certify that no modifications to reports on other members are required. (or) Necessary modifications to reports on other members have been submitted (or are enclosed).

4. If there are any questions, I can be reached at {insert

email address and phone number}.

 //S//

 W. A. SENIOR

 CAPT, SC, USN