DD Mmm YY

From: LCDR BOB J. JONES, USN / 3100

To: Commander, Navy Personnel Command (PERS-45E)

Via: {Reporting Senior}

Subj: REQUEST FOR SIGNIFICANT EDUCATION SUBSPECIALTY CODE

Ref: (a) MILPERSMAN 1214-010

 (b) NAVPERS 15839I Part B

Encl: (1) Transcript from [College/University]

 (2) Course descriptions

1. In accordance with references (a) and (b), I request the subspecialty code [XXXP]. I completed a Master in Business Administration with concentration in finance at [College/University] on [Date]. Enclosures (1) and (2) are a copy of my transcript and course descriptions.

2. If you have any questions, I can be reached at {insert phone number and email address}.

 Very respectfully,

 B. J. JONES

*{Insert Transcript}*

*{Insert course descriptions of only the courses completed –* ***DO NOT SEND ENTIRE CATALOG****}*

Enclosure (1)