

First Name Middle Initial Last Name

Street Address

City, State Zip Code

Contact Phone Number

To: Commanding Officer, Marine Corps Base Hawaii

Via: Provost Marshal, Marine Corps Base Hawaii

On **(Date of incident)**, I committed **(alleged wrong)** at **(location)**. I am requesting my base access disqualification be rescinded for **(reason – explain in depth)**. Since my **(incident)**, I have **(supporting information to show self-improvement)**. I take full responsibility for my action on (date of incident). If my privileges are re-instated, I plan on **(purpose for being aboard the installation, i.e., employment, school, pleasure, etc.)**.

Thank you,
(signature)