

## **SAMPLE FORMAT FOR PRD EXTENSION REQUEST**

From: LT John J. Chaplain,, CHC, USNR, 123-456-7890  
To: Commander, Naval Personnel Command (PERS 4414)  
Via: Commanding Officer, (Command)

Subj: REQUEST FOR EXTENSION OF PROJECTED ROTATION DATE

1. I am currently assigned to (Command) with a projected rotation date (PRD) of May, 2003. I respectfully request that my PRD be extended to May, 2004.
2. The reason for my request is

Very respectfully,

JOHN J. CHAPLAIN

***A PRD extension request should be mailed to:***

***Commander, Naval Personnel Command (PERS 4414)  
5720 Integrity Drive  
Millington, TN 38055-3313***

***It can also be faxed to (901)874-2865 or DSN: 882-2865***