



Your Unit Letterhead

IN REPLY REFER TO:
4400
XXX
Date

From: **Requesting Entity**
To: Ammunition Supply Point, Marine Corps Base Quantico
Subj: REQUEST TO DRAW AMMUNITION ICO **YOUR UNIT and DODAAC**
Ref: (a) MCO 4400.201

1. **Your unit requesting narrative**
2. The below listed items are requested to be drawn from the Quantico ASP on **DATE OF PICKUP**

DODIC	Nomeclature	NSN	Lot	Quantity

3. **ANY OTHER COORDINATING REQUESTS ASSOCIATED WITH THIS REQUEST**
4. Point of contact for this matter is **YOUR UNIT POINT OF CONTACT** at **YOUR EMAIL** or **YOUR PHONE NUMBER**

SIGNATURE WET OR ELECTRONIC
I. M. INCHARGE (FI, MI, LAST NAME)