

**SAMPLE FORMAT FOR CONTINUATION LETTER
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Commanding Officer, Navy Recruiting District
To: Navy Personnel Command (PERS-922)
Subj: NAVY RESERVE CANVASSER RECRUITER CONTINUATION
Ref: (a) BUPERSINST 1001.40B
Encl: (1) FY-__ Goal versus Attainment Statistics

1. Per reference (a), the following personnel are recommended for continuation. Enclosure (1) pertains.

<u>RANK/RATE</u>	<u>NAME</u>	<u>SSN</u>	<u>BSC</u>	<u>CANREC START DATE</u>	<u>NUMBER OF MONTHS RECOMMENDED 12, 24, OR 36</u>
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2. Commanding officer's comments on performance to justify continuation:

(Signature of Commanding Officer)

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