**EMAIL template for members who have been incorrectly identified by the 2015 R-HYT:**

From: (your unit)

To: **HQS-SMB-CGPSC-RPM-R-HYT@uscg.mil**

Cc: (your SPO)

Subject: RATE NAME, (EMPLID), USCGR – 20XX R-HYT INCORRECTLY IDENTIFIED

1. SNM has been incorrectly identified as a 20XX R-HYT candidate.

2. SNM has xx years of Coast Guard time in service and current PGP is xx.

3. Request removal of SNM from the 20XX R-HYT IAW ALCGRSV XXX/XX.

4. POC: xxxxxxxxxxxxxxxx, (xxx)xxx-xxxx.