|  |  |
| --- | --- |
| CommandantUnited States Coast Guard |  2703 Martin Luther King Ave SE Washington, DC 20593-7213 Staff Symbol: CG-LMJ Phone: (202) 372-38XX 5812 [DATE] |

**MEMORANDUM**

From: [COMMANDING OFFICER/OFFICER-IN-CHARGE] Reply to

 Attn of:

To: [MEMBER]

Subj: [TEMPLATE] LETTER OF RESTRICTION

1. As a result of the mast held on [DATE], and in compliance with the Uniform Code of Military Justice, you have been restricted. You are ordered restricted to the limits of [LIMITS]. Restriction begins [IMMEDIATELY or TIME, DATE] and will end at [TIME, DATE], a period of [#] days. During restriction, you will report daily in the proper uniform of the day to the [OOD or JOOD] at [TIME, TIME, and TIME] hours except on Sundays and holidays when you will report at [TIME and TIME] hours. While restricted, you shall not enter, take advantage of or use the following facilities and spaces: [THEATER, EXCHANGE, RECREATION DECK, ETC.].
2. The terms of this Letter of Restriction shall be enforced by the [OOD/JOOD] and may be altered only by [ME/XO/OOD/JOOD]. Your failure to comply with these terms of restriction will constitute a violation of the Uniform Code of Military Justice.

[COMMANDING OFFICER/OFFICER-IN-CHARGE]

 [DATE]

FIRST ENDORSEMENT ON [UNIT] LTR 5812 DTD [DATE]

From: [MEMBER]

To: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

Subj: LETTER OF RESTRICTION

1. I acknowledge and understand the terms of restriction.

[MEMBER]

#