SUBJ: REQ FOR USN SUPSALV ASSIST ISO RESPONSE TO {Vessel, location, and nature of pollution emergency}

1. IAW REFS A AND B, COAST GUARD FEDERAL ON-SCENE COORDINATOR (OSC), USCG SECTOR XXXXXX, REQUESTS IMMED NAVSEA-00C, USN SUPERVISOR OF SALVAGE (SUPSALV), SUPPORT IN RESPONSE TO SINKING {grounding, collision etc.,} OF {vessel} ON {Body of water and nearest geographic reference point}. SINKING HAS CAUSED {impact of casualty} DUE TO NAVIG HAZARDS AND OIL SPILL CLEAN-UP OPS. SPECIALIZED SALVAGE AND OIL SPILL CONTROL EQUIPMENT MAY BE REQUESTED AT LATER DATE. ANTICIPATED DUR OF DEPLOYMENT IS 14 DAYS. FUNDING WILL BE UNDER THE OIL SPILL LIABILITY TRUST FUND, FPN ___ APPLIES.

2. POC IS CAPT XXXX XXXXX, USCG: XXX-XXX-XXXX.

[Notes: Modify above sample to meet your particular needs/situation. Be careful when modifying highlighted addressees and language, because most of that is necessary to satisfy DoD requirements for timely action on the request.]