

## SUBSTITUTION REQUEST TEMPLATE

USE COMPANY LETTERHEAD FOR REQUEST

DATE: \_\_\_\_\_

Subject: Substitution request for [COMPONENT NAME]

01 New Substitution Request:  Extension Of Previous Request:  (Provide a copy of original approval letter)

02 Ration Type (MRE, FSR, MCW, etc.): \_\_\_\_\_

03 Component for Which Substitution Is Required: \_\_\_\_\_

04 Provide Detailed Information to Justify the Request (Sufficient to support an Engineering Support Case): \_\_\_\_\_

05 Substitution Quantity Required: \_\_\_\_\_

06 Time Period for Substitution: \_\_\_\_\_

07 Which Menu Number(s) Will the Substitution Be Used In? \_\_\_\_\_

08 Number of Affected Menus: \_\_\_\_\_

09 Number of Affected Cases: \_\_\_\_\_

10 Proposed Substitution(s): \_\_\_\_\_

Note 1: Provide nutritional information (preferably a copy of the Nutrition Facts label from the package) for the component that the substitution is required for as well as any proposed substitution. At a minimum, calories, fat, protein, carbohydrates, and sodium information is required)

Thank you,

Point of Contact Info with phone number and email address

