

MEMORANDUM FOR: _____

FROM: _____

SUBJECT: _____

1. The _____ is sponsoring/having a _____ in support of the officers, enlisted, and civilian personnel and their families assigned to the squadron to be held on _____. Funds raised by this event help offset any annual costs; however, we are not provided a budget and must depend on donations to make this event into a success. We are hoping to raise sufficient funds or collect enough door prizes to make this event worthwhile.

2. We would like to ask for your donation of a _____ to support us in this effort. We are open to receive donations from _____ until _____.

Your complete monetary donation will be used to purchase items for the event, while gifts will be used as door prizes for the event. This request is made on behalf of the _____, which is a private, organization operating on Joint Base Elmendorf-Richardson (JBER), and does not represent any official part of the Air Force or JBER. Your donation does not imply any endorsement by the United States Air Force, JBER, or any other government organization.

3. If you are interested in supporting this effort, please contact _____ using the following contact information:

Name
Phone number

Name
Phone number

4. Thank you in advance for your support.

Name
Name of PO

THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE
DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS
NO GOVERNMENTAL STATUS