

*(Date)*

MEMORANDUM FOR 673 FSS/CC

FROM: *(Name of Organization)*

SUBJECT: Informational Booth at Base Exchange

1. The *(Name of Organization)* is formally requesting approval for an informational booth at the Base Exchange for *(time(s) and date(s))*. The details of this event are to *(describe your reasons and or purpose for your request)*.
2. I understand I must coordinate with the Base Exchange to ensure availability of my requested time(s) and date(s).
3. Please contact me with any questions you may have at \_\_\_\_\_.

*(Ink signature)*  
*(Name of Requester)*

1<sup>st</sup> Ind, 673 FSS/CC

MEMORANDUM FOR *(Name of Organization)*

Your request for an informational booth at the Base Exchange has been approved/disapproved.

SUZETTE M. BETSILL, GS-13, DAFC  
Deputy Director, 673 FSS