(Date)

MEMORANDUM FOR: (Who you are giving the letter to)

FROM: (Name of PO)

SUBJECT: (What you are asking for i.e. Gift Donations, etc)

1. The (Name of PO) is sponsoring/having a (what you are doing i.e. Holiday Party) in support of the officers, enlisted, and civilian personnel and their families assigned to the squadron to be held on (date of event). 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 (what you are asking for i.e. gift, or money etc) to support us in this effort. We are open to receive donations from (date starting to ask for donations,) until (Date to stop receiving donations). 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 (Name of PO), 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 (POC’s) using the following contact information:

Name Name

Phone number 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**