Date

MEMORANDUM FOR 1 SOMSG/CC

FROM: PO Name

SUBJECT: Request for Recognition of Private Organization (PO)

1. The members of PO Name request recognition as a private organization on Hurlburt Field. The members are ultimately responsible for ensuring that the private organization, PO Name, is for the morale and benefit of the military members on Hurlburt Field. PO Name must not have any negative impact on the mission of the 1SOW.

2. We will ensure that PO Name complies with its constitution and bylaws, with AFI 34-223, Private Organization Program.

3. Please contact PO President’s Name at Phone # if you have any questions.

 //Signed//

 PO President’s Name

 President