

DD MONTH YYYY

TO: THE BUSINESS LEADERS OF THE LOCAL COMMUNITY

FROM: (NAME OF PRIVATE ORG)

SUBJECT: Request for Donations

1. Members of the (NAME OF PRIVATE ORG) are hosting a (NAME OF EVENT) on (DATE), at (LOCATION). We are asking for your help in providing prizes and contributions towards this event. Our organization is volunteering their off-duty time for this event that is completely unrelated to any official business of the United States Air Force or Hurlburt Field.
2. The proceeds from this event will be going to the (NAME OF PRIVATE ORG). The organization is a private organization and is not a part of the Department of Defense or any of its components. It has no governmental status and uses its funds to contribute to morale and esprit de corps. The funds collected here help defray the cost of this event.
3. Any donations you can provide will be greatly appreciated. Your donation and business will be verbally recognized at the event. If you have any questions, please contact (POC NAME) at (POC PERSONAL PHONE #). Thank you for your support!

FIRST M. LAST, Org Position Title
Name of Org

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS. THIS EVENT IS NEITHER SPONSORED NOR ENDORSED BY THE AIR FORCE.

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."