



DEPARTMENT OF THE AIR FORCE  
1ST SPECIAL OPERATIONS WING (AFSOC)  
HURLBURT FIELD FLORIDA

DD Month YYYY

MEMORANDUM FOR EGLIN FEDERAL CREDIT UNION

FROM: NAME OF UNOFFICAL ACTIVITY

SUBJECT: Acknowledgment of **Unofficial Activity Name** Officers

1. This memorandum seeks to inform that such individuals listed here are council members for the **Unofficial Activity Name** and will require access to **bank account #** opened at Eglin Federal Credit Union for all future financial transactions. Membership in the **Unofficial Activity Name** is effective for these council members as of **DD Month YYYY**.

**Rank/Frist M. Last**  
**Rank/Frist M. Last**

2. The **Unofficial Activity Name** is an unofficial activity that operates IAW AFI 34-223.
3. If you have any questions or concerns please contact the organization president **Frist M. Last at Duty Phone #**.
- 4.. This letter supersedes all other letters, same subject.

**JANE M. SMITH, MSgt, USAF**  
**First Sergeant, 1st Special Ops Group**