

SAMPLE LETTER NEEDED FOR FREE ISSUE

Use your letter head.

MEMORANDUM FOR 377 FSS/FSCO (Outdoor Recreation)

FROM: (Requesting unit/ address)

SUBJECT: Requesting the use of items for (name of event: retirement ceremony...)

1. The _____ Squadron is hosting a retirement ceremony on (DATE). We are in need of (list items: Chairs and Tables to complete our logistics for this event.

2. The (event) will be held on (DATE) at (TIME). The following are being requested from your organization for this special event:

| Items | Quantity | Date/Time Pick up | Date/Time Return |
|----------------|----------|-------------------|------------------|
| Folding Chairs | 200 | 3 June/ 1000 | 4 June/ 0800 |
| 8' Tables | 21 | 3 June/ 1000 | 4 June/ 0800 |

3. The POC for this event is (NAME). You may contact him at (PHONE 1) or (PHONE 2).

Thank you for your support.

Name, Rank/Grade
Commander, Unit