

Organization Letterhead

Date: (Date)

MEMORANDUM FOR
Titouan Durieux
Private Organizations Coordinator
Unit 21419 Box 6600
APO AE 09708

FROM

(Your Organizational Name and address)

SUBJECT: Request for Authorization to Conduct Fundraiser

1. Request that (Your Organizational Name) be granted permission to conduct a fundraiser at (Location and Name of Event) on (Date).
2. The following information is provided.
 - a. The purpose for this fundraiser is (Specify the purpose of this event).
 - b. (Provide specific information about your fundraiser to include the type of items you plan to sale). (If you plan to sale prepared food then at least one person at the event must be trained in food handling procedures. Include a statement stating by name of the individual who will meet this requirement).
 - c. Point of contact for this event is (List Name) and can be contacted at (List phone number and email).
3. The participants for this fundraiser are volunteers, they will not be on duty or in military uniform.

Respectfully,

NAME
Title, Organization