MEMORANDUM FOR 355 FSS/FSR

FROM: Name of PO

SUBJECT: Request to Change Private Organization Name

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like an official name change to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. State the reason the Private Org would like a name change.

3. Any questions regarding this request may be directed to me at 520-XXX-XXXX (Personal phone number).

 PERINT NAME AND WET SIGNATURE

 President

 Booster Club Name

1st Ind, 355 MSG/CC

MEMORANDUM FOR 355 FSS/FSR

Approve/Disapprove

 355MSG Commander’s NAME, Rank, USAF

 Commander, 355thMission Support Group