

[No Government Letter Head or if your Private Organization has its own logo  
separate from the Air Force you can use it here]

5-Jul-23

MEMORANDUM FOR 75 MSG/CC

FROM: [Name of Private Org]

Subject: Request for Approval to Establish a Private Organization on Hill Air Force Base.

1. The [PO NAME] ... [*Provide a concise statement of the PO's purpose and mission. What are you raising funds for? What is the purpose of your PO?*]
2. The [PO NAME] having met all the requirements in AFI 34-223, request to operate as a Private Organization on Hill AFB.
3. The [PO NAME] has provided documentation of proof of liability insurance or waiver for liability insurance.
4. Per AFI 34-223 para 9.3 "The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, whichever comes first." This requirement will be upheld by our organization.
5. If you have any questions, please contact [Name No Rank] at [Phone Number].

[Name – NO RANK]