

MEMORANDUM FOR ALL LOCAL BUSINESSES

FROM: (BOOSTER CLUB NAME)

Tax Exempt # (EIN_

SUBJECT: MORALE EVENTS

Dear Local Business Owner,

The (BOOSTER CLUB NAME) is a private organization whose sole purpose is to promote good health and welfare as well as supporting a sense of belonging within our civilian community. We sponsor communal events throughout the year that is attended by our members, their dependents and invited guests. We are seeking contributions from local businesses to serve as give away prizes to help bolster morale and build the comradery throughout our local community.

In past years, sponsors from local businesses and community organizations have donated prizes and gifts. Their generosity has always been well received, adding a great deal of excitement for our guests and as a valuable advertising space for local businesses. All donated prizes will be prominently displayed, along with an announcement highlighting the names of local businesses and organizations that were kind enough to making a donation.

Your contribution is a donation to our booster club and does not constitute a sponsorship or donation to Department of Defense, United States Air Force or Langley Air Force Base activities.

Thank you for supporting our families. Please contact me by email at (BOOSTER CLUB email or personal or by phone at personal number) if you have any questions.

Best Regards,

NAME

President, BOOSTER CLUB

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.