

13 Jun 2011

MEMORANDUM FOR 81 FSS/FSR

FROM: *[Organization Name]*

SUBJECT: Notice of Name Change

1. This is notification that the membership has voted to change the name of our organization from **[old name]** to **[new name]**. Our organization name change is effective as of **[Date]**.
2. If you have any questions, please contact **[redacted]** at 37X-XXXX.

*signature*  
NAME  
PO Postion

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.