DATE: DDMmmYY

MEMORANDUM FOR 341 MW/CC

FROM: YOUR PRIVATE ORGANIZATION (PO’s) NAME

SUBJECT: Malmstrom Name Waiver Request

1. (PO’s Name) requests to use Malmstrom in our PO’s name. We understand per AFI 34-223 *Private Organizations (PO) Program para* 10.1.2.1, POs must have written approval from the installation commander before using the name or abbreviation of the installation or organizational unit.

2. POC Info Block.

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PRINTED NAME & SIGNATURE

OF YOUR PO’S PRESIDENT

1stInd, 341 MW/CC

MEMORANDUM FOR 341 FSS/FSR

Approved/Disapproved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BARRY E. LITTLE, Colonel, USAF

Commander

This letter is a sample only and must be reaccomplished by your private organization on plain bond paper.