



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 377TH AIR BASE WING (AFMC)

(Your Letter Head Here)

MEMORANDUM FOR 377 FSS/FSCO

From: (Requesting unit/address)

Subject: Requesting the use of items for (name of event: Retirement Ceremony...etc.)

1. The \_\_\_\_\_ Squadron is hosting a (EVENT) on (DATE). We are in need of \_\_\_\_\_ (list items: Chairs, 6' tables, coolers...etc.) to complete our logistics for this event.
2. The (event) will be held on (DATE) at (TIME). The following are being requested from your organization for this special event:

Items	Quantity	Date/Time Pick Up	Date/Time Return
Folding Chairs	200	3Sept/0800	4 Sept/1100
6' Tables	20	3Sept/0800	4 Sept/1100
Coolers	5	3 Sept/0800	4 Sept/1100

3. The POC for this event is (NAME). You may contact him at (PHONE 1) or (PHONE 2). Thank you for your support.

Name, Rank/Grade  
Commander, Unit