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