

MEMORANDUM FOR: 423 FSS/FSR

FROM: (Name of organization)

SUBJECT: Request for an Unofficial Activity Account

- The (name of organization) requests to open an Unofficial Activity account for the purpose of depositing money for the (reason for the account, i.e. unit cup and flower fund).
- The name of the organization is (account full name).
- The custodian for the account is (name of custodian), the alternate is (name of alternate, if applicable).
- The expiration date of this letter _____ (cannot exceed one year, must be renewed yearly).
- The account balance shall not exceed \$1,000.00.
- The point of contact can be reached at (phone # AND email address).

1st Ind, 423 FSS/CC

MEMORANDUM FOR _____ (*name of organization*)

I approve/disapprove this request.

MONIQUE C. GRAHAM, Lt Col, USAF
Commander, 423rd Force Support Squadron