

Dd/mm/year

TO: Name of Business
Address of Business

FROM: Name of PO
Address of PO [use non-official address, i.e. POC's home address]

Our Private Organization, is requesting the following donations from your business:

- a.
- b.

We will be using the donated items for XXX. The item(s) will not be given to Fairchild AFB or any official part of the Air Force.

To avoid the appearance of Fairchild AFB or Air Force endorsement/special treatment, the donation or gift recognition cannot be made public and can only be made to the member(s) of name of the PO benefiting from the donation/gift.

We would like to extend our deepest appreciation for your consideration of our request. The point of contact for this request is POC's name [do not use official titles/rank] and contact number [use personal number, do not use a duty phone].

Name of POC [do not use official title/rank]
Name of PO, title in PO (e.g., President)

(NOTE: Do not use DoD letterhead when printing these letters; also, make sure to erase this note and all highlighted areas before sending it back to me, thank you.)

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.