

dd/mm/year

TO: Name of Business
Address of the business

FROM: Official Name of your PO
Personal Address of the POC-military address cannot be used

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

- a.
- b.

We will be using the donated items for state what your PO will be using the items for here. 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 Official Name of your Private Organization 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 Full Name, phone number.

Thank you for your time.

Full Name Signature Block without rank
Officer position within PO

(NOTE: do not use DoD letterhead when printing these letters; also, make sure to erase this note when sending this letter out)