



DEPARTMENT OF THE AIR FORCE
355TH Squadron Name
DAVIS-MONTHAN AIR FORCE BASE ARIZONA

EXAMPLE ONLY

26 May 2009

MEMORANDUM FOR: 355 FSS/FSR

FROM: 355th Squadron Name

SUBJECT: Request for SM&W Funds

1. The 355th **SQUADRON name** Change of Command will be held **DATE OF FUNCTION**. **INCOMING COMMANDER'S NAME** will have a reception at the **location**. Approximately **100 military personnel and civilians** from the local community will attend.
2. Request \$200.00 Special Morale and Welfare Funds to support the reception. The funds will be used as partial payment for light refreshments (non-alcoholic beverages and snacks). Other sources will pay any amount over \$200.00.
3. Please contact POC NAME at 228- if you have any questions.

Commander or Acting Commander
(CAC Signature or Wet Signature)