DD Month YYYY

MEMORANDUM FOR 123 ES/CC

FROM: ORG/SYMBOL

 Organization

 Street Address

 City ST 12345-6789

SUBJECT: Approval/Request to Host Coffee With a Leadership Coach Pentagon Annex Event

1. I am writing to request approval to host the [Installation/Command] Annex to the Department of Defense's (DoD) Coffee with a Coach event, in celebration of International Coaching Week, which takes place from May 12-16. This event aims to promote coaching and aid those who may be interested within our organizations sign up for this DoD provided service. The DoD has authorized the Installation/Command to host an event that will supplement pentagon as an Annex. I believe it would be a valuable opportunity for our personnel to engage with experienced coaches.
2. The DoD’s Coffee with a Coach event is a unique chance for our members to connect with seasoned professionals, gain insights, and develop new skills as a part of the International Coaching Week. By hosting this event, we hope to foster a culture of continuous learning, growth, and development within our organization. The event will provide a platform for our personnel to ask questions, share experiences, and receive guidance from experienced coaches over a cup of coffee. Training is provided by the DoD to host the event as well as access to event promotional materials; however, the event is fully hosted and operated by [Installation/Command].
3. The details of the proposed event are as follows:
	1. Date: [Proposed Date, between May 12-16]
	2. Time: [Proposed Time]
	3. Location: [Proposed Location]
	4. Expected attendance: [Estimated Number of Attendees]
	5. Agenda: [ Briefly outline the agenda, including any proposed guest speakers or activities]
4. If approved, this Memo serves as official appointment of Rank/Full Name being appointed as the project leader for [Installation/Command] and approval to host an Annex to the Pentagon’s event at [Location] on behalf of the command.
5. If you have any questions regarding my instructions, please contact Rank Full Name at Email: [Official Email] or DSN [Enter Phone Number].

FRIST M. LAST, Major, USAF

Commander

cc:

Melissa M. Pagar, dodhra.mc-alex.dcpas.mbx.dod-coaching@mail.mil

MSgt/Raffi R. Stambultsyan, raffi.stambultsyan@us.af.mil

1st Ind, ORG/SYMBOL [Office symbol for 1st Indorsement official], 1 Mar 2025, Approval/Request to Host Coffee With a Coach Pentagon Annex Event

MEMORANDUM FOR ORG/SYMBOL [Originator]

1. Approved/~~Disapproved~~.

FIRST M LAST, Rank, USAF

Duty Title

(Align w/ third character of 2nd line)

[1st Ind official’s signature block]