DD Month YYYY

MEMORANDUM FOR 123 ES/CC

FROM: ORG/SYMBOL

Organization

Street Address

City ST 12345-6789

SUBJECT: Request for marketing and support for [Installation/Command] coffee with a leadership coach

1. I am writing to request your aid in our approved [Installation/Command] Annex to the Department of Defense's (DoD) Coffee with a Coach event, to highlight 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.
2. Specifically, I am requesting your aid in marketing the event to the [Installation/Command]. In addition, the event relies on the use of locations and may require sponsorship for the location and procurement of refreshment, your aid in ensuring these requests are routed correctly is of great importance. The DoD has authorized the editing of all provided marketing material to meet the needs and intent of the commander/director. If a sponsor requests their logo on the material, the decision to add the logo is with the hosting [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 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