

SAMPLE OF MEMORANDUM TO REQUEST RENEWAL

NFE LETTERHEAD

Date: _____

For Commander, USAG Bavaria

SUBJECT: Request for Renewal of **(fill in NFE name)** to operate in USAG Bavaria

1. Request approval of renewal of **(fill in NFE name)** to operate as a Non-Federal Entity in USAG Bavaria as authorized in DOD! 1000-15 Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations.
2. The required documentation is enclosed as follows:
 - a. Constitution and bylaws (encl 1).
 - b. A current list of officers to include their addresses, telephone numbers, and e-mail addresses (encl 2).
 - c. Insurance certificate for bonding and liability (encl 3).
 - d. Memorandum/statement of SOFA status of members (encl 4)
 - e. **(list any additional documents submitted)**

XXX Encls

(President's signature)

(President's signature block)