\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(DATE)

MEMORANDUM FOR 27 SOFSS/CC

FROM: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(NAME OF THE PRIVATE ORGANIZATION OR UNOFFICIAL ACTIVITY)

SUBJECT: Intent to Dissolve

1. In accordance with the PRIVATE ORG NAME CBL and AFI 34-223 para. 12 this memorandum is to inform Force Support Squadron Commander/Director of the intent to dissolve the PRIVATE ORG.
2. The PRIVATE ORG NAME Squadron Commander was notified on DATE of the intent of the PRIVATE ORG NAME to dissolve and provided a time-phased plan.
3. All outstanding debts have been satisfied with existing funds.
4. The balance of PRIVATE ORG NAME assets have been disposed of as determined by the membership.  Attached documentation demonstrating withdraw of funds, closure of account, and transfer of funds to WHO/WHERE THE FUNDS WERE TRANSFERRED TO.
5. Should you have any questions or concerns regarding PRIVATE ORG NAME please contact NAME at PHONE NUMBER or EMAIL ADDRESS.

Name, Rank, USAF

Position within Organization